

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	RD - LS - Archery	School /Department:	Lakeside	Version:	007
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Archery Range		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Archery Session on outdoor range with commercial and academic groups Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Mark Pattison – Technical Advisor (Worcestershire County Coach) Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Arrows	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • puncture wound • Slips trip and fall 	<p>1) Safety information stated in the brief and reinforced throughout the session. (arrows only to be touched when instructor says, not to load bow until instructed, participant must wait at shooting line, do not distract shooting participant, keep arrows pointed down range)</p> <p>2) No one to collect arrows until the command given. Ensuring participants are walking in the shooting area if collecting own arrows.</p> <p>3) Instructors to collect all arrows for at least the first two goes for each participant. IF behaviour is good and they are competent, then instructors can use their intuition as to whether the group are mature enough to collect arrows. (not KS1 school age, U8's). Collection of arrows can only take place after a safety brief/demonstration.</p> <p>4) Shooting Line identified to the participants. Rope in place to mark shooting line to be a minimum of 10m from targets.</p> <p>5) Participants to be seated in or in line with wooden shelter with safety signage marking the waiting area.</p> <p>6) Arrows are not to be left unattended with bows</p> <p>7) Staff to position themselves in such a position as to be able to see all participants who are shooting whilst remaining vigilant to those waiting.</p>	medium		

			<p>CLAP — Communication, line of sight, avoidance, position</p> <p>8) Instructor to be aware of the surrounding activity around the range and to monitor stringently. Instructor to move individuals away from the shooting area if perceived risk is apparent or has a potential for occurrence.</p> <p>9) Instructor to remain vigilant to correct aiming to ensure arrow are not shot over the top of the range.</p> <p>10) All other group leaders to be made aware of an archery session in progress. Exclusion zone created around the activity with safety signage.</p> <p>11) All netting must be pulled across and secured prior to session.</p> <p>12) Green back netting must be in place.</p>		
Arrow Ricochet	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	1) Minimum of a 10m shooting distance. Boss to be checked and unused pins and other “interference” to be removed.	medium	
Walking with arrows	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	<p>1) Participants told not to run when carrying arrows.</p> <p>2) Arrows to be carried with point’s safe- pointing to the ground.</p> <p>3) Staff vigilance throughout and ensure range conditions are safe for participants to enter</p>	medium	
Collecting arrows from			1) No running during activity	medium	

target	<ul style="list-style-type: none"> • Employees • Students • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	<p>2) Participants always approach the targets from the walkway located on the right hand side of the range.</p> <p>3) Be mindful of arrows that may be stuck in the ground</p> <p>4) Instructor must remain vigilant and maintain a high level of observation throughout</p> <p>5) Participants to check behind before removing arrow</p> <p>6) The next participants are not called forward until the previous archers have returned behind the barrier.</p>		
Falling target	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • crush • Eye injuries • Lacerations 	<p>1) Participants to place their hand on the target prior to pulling out the arrow to anchor the target</p> <p>2) Difficult to reach or deeply embedded arrows to be withdrawn by staff only</p> <p>3) Safe extraction of arrows demonstrated</p> <p>4) U8'S not to remove their own arrows.</p> <p>5) Bosses need to be clipped with carabiner onto the netting cable. IF the boss is moved/altered, then rigor gloves are readily available for all instructors.</p> <p>6) Staff to be present at the target when arrows are being withdrawn, until confident in participant capabilities, and ensure range conditions are safe for participants to enter</p>	low	
Broken equipment			1) All equipment checked prior to use	low	

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • splinter • Sprains 	<p>by instructor</p> <p>2) Damaged equipment to be taken out of service and recorded on a maintenance report form</p> <p>3) Regular checks of and maintenance to equipment.</p>		
Bow string	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • bruising • Burns • Cuts 	<p>1) Under 18's must wear an arm guard while adults are advised to wear arm guard on the inner forearm of the hand holding the bow</p> <p>2) Long sleeve tops recommended.</p> <p>3) No topless participants.</p> <p>4) Instruction on how to grip the bow correctly given.</p>	low	
Incorrect poundage bow	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Sprains • strains 	<p>1) Bows with appropriate draw strengths to be used for participants. Make sure instructor sizes up participants to the correct bow.</p> <p>2) Instructor appropriately trained to size up bows</p> <p>3) Selection of large and small bows available. Snake bows are also available for participants.</p> <p>4) Check for pre-existing conditions that may affect bow required</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1. All activity undertaken in line with government advice and guidelines.</p>	medium	
Adverse weather conditions	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Electrical Shocks • Heat Stress 	<p>1) Decision whether to cancel sessions due to high winds/thunderstorms to be made by</p>	medium	

	<ul style="list-style-type: none"> public Students Visitors Young Persons 	<ul style="list-style-type: none"> Hypothermia 	<p>SLT in advance of a session</p> <p>2) Appropriate clothing and shade to be used.</p> <p>3) Spray painted targets to stop targets from ripping during rainfall.</p>		
Spectators and waiting participants	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Death Eye injuries puncture wound 	<p>1) All participants to stay in waiting area unless instructed.</p> <p>2) Make use of visiting teachers/staff to assist in group control and ensure those persons waiting are monitored throughout</p> <p>3) Make sure the parents/teachers/spectators are briefed reference NOT 'stepping' in front of shooting line to take photo</p> <p>4) Members of the other groups to be kept clear of archery area.</p> <p>5) Safety signage to be displayed throughout session</p>	medium	
Safeguarding	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Bullying Emotional Trauma Hurt Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a</p>	medium	

			minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	
Inappropriate attire/personal equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Dangly or hooped earrings must be removed, studs permitted. 3. Hoodie strings tucked away. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed during this activity. 	medium	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Lacerations • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 3. A maximum of three firing at one time. 	medium	

Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion. 	medium		
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium		
Games			1) Instructor to choose games	medium		

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	<p>appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Appropriate Games -</p> <ol style="list-style-type: none"> 1. Make a pizza 2. Hit The Names (names only, NO drawing faces) 3. Battleships 4. Roll the dice 5. Bake a cake 6. Save the princess 7. Bowling 8. 21 9. Build a holiday 		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

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Name of Assessment:	LS - Bushcraft (fire lighting, shelter building, bug hunting and bark printing)	School /Department:	Lakeside	Version:	028
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Bushcraft	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Shelter building and fire lighting in wooded area of site (all ages). Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Pet chey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor, Technical Advisors- Filed Studies Council				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Movement of materials	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Eye injuries • Head Injuries • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>1) Participants shown how to carry sticks correctly- no running, and behaviour expectations outlined.</p> <p>2) Vigilance, branches to be cut back so instructor has clear line of sight (6-7FT high)(arboreal management)</p> <p>3) Large sticks/logs to be carried by 2 people or dragged.</p> <p>4) Active management of group at all points in session.</p>	medium		
Unsafe shelters	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Entanglement • entrapment • Eye injuries • Head Injuries • Slips trip and fall 	<p>1) No one to be inside shelter when being built</p> <p>2) Active supervision by instructor during shelter building</p> <p>3) No throwing of shelter building materials</p> <p>4) Awareness of other participants/groups when building or taking down shelters</p> <p>5) Sticks longer than the arm to be dragged behind or carried in pairs.</p> <p>6) No central logs to be placed in the middle of shelters.</p> <p>7) Shelter Building- Safety Brief for construction to be outlined by the instructor. To view the brief look at the activity instruction.</p> <p>8) Shelter Building- Safety Brief for dismantling to be outlined by the instructor. To view the brief look at the</p>	medium	N/A	medium

			activity instruction. 9) feet must remain on the floor - no climbing trees, no standing on logs and no carrying people.			
Deadwood fall from trees	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	<p>1) Pre-site check by instructor before session commences.</p> <p>2) Dead wood in the canopy to be removed when necessary.</p> <p>3) Bushcraft session does not take place in the woodland area if a dynamic risk assessment has been done and the area is deemed unsafe</p> <p>4) bushcraft session to always be cancelled if winds exceed 24 mph</p>	medium		
poisonous plants	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Burns • Cuts • Dermatitis • Eye injuries • Flu-like symptoms • poison • Slips trip and fall • stings 	<p>1) Group is briefed on safe movement around area</p> <p>2) Branches on the main walk way to be removed as part of pre session checks.</p> <p>3) Group is briefed not to eat any flora. Don't lick it, don't pick it, don't eat it.</p> <p>4) Instructor to actively supervise.</p> <p>5) Participants advised on correct footwear. e.g. close toed (detailed in appropriate clothing).</p> <p>6) UW grounds team to keep grass short to reduce risk of ticks.</p>	medium	9) The use of two entrance points to bushcraft area, so groups on differentiated bushcraft activities enter and exit at their own point	medium

			<p>7) Any allergies to be identified prior to session and any relevant medication to be with participant at all times.</p> <p>8) Stinging nettles/brambles to be cut back as part of pre-session checks.</p> <p>9) Hands to be washed after session</p>			
Wildlife (things that will bite and sting), (animal faeces), (dead animals)	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • animal bites • diarrhoea • splinters • stings 	<p>1) Allergies to be identified prior to session and participant to carry appropriate medication at all times</p> <p>2) Lakeside staff have a tick remover available and staff trained in how to use it.</p> <p>3) Management of bushcraft area. UW grounds team to keep grass short.</p> <p>4) Don't provoke animals, instructor to notify SLT if animal is found i.e. snake</p> <p>5) Instruct participants not to touch any fungi or animal faeces.</p> <p>6) Participants instructed to wash their hands after each session and before eating or touching face.</p> <p>7) Staff to maintain awareness of wasp/bee nests and to report to SLT (who will log a job for it to be removed)</p> <p>8) Gloves to be provided if necessary (to avoid splinters).</p>	medium		
Fire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Burns • Smoke Inhalation 	<p>(See AI and SOP for further information)</p> <p>1) Safety information:</p> <ul style="list-style-type: none"> • Safe kneeling position and why • Adequate spacing (no more than 4) 	medium	N/A	medium

	<ul style="list-style-type: none"> • Young Persons 		<ul style="list-style-type: none"> • Size of fire (use of plates) • Feeding fire from the side • Optional- fire triangle. (see AI/SOP) <p>2) Participant fires not to exceed size of palm of hand (use of metal plates) unless in the designated fire pit. This should be performed around the designated fire pit. With one plate at each corner of the fire plate.</p> <p>3) Ensure tinder remains on ground and is not touched until extinguished. Mix/puddle with a stick to ensure embers are out.</p> <p>4) Make sure participants have at least a short pause before each fire strike.</p> <p>5) Group must move safely around the area when fire lighting.</p> <p>6) Fires not to be left unattended.</p> <p>7) Hair tied back and out of face, loose clothing removed or secured, or tucked away.</p> <p>8) Feed wood from the side, wood must be placed and not thrown. The use of fire gauntlets would be stated.</p> <p>9) The fire blanket must be hung up.</p> <p>10) instructor to be vigilant, making sure participants are holding the fire strikers correctly.</p>			
Exclusion Zone	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • contamination • Damage to property 	<p>1) Nightline area not to be used by bushcraft groups.</p> <p>2) Instructor to set boundaries for groups.</p>	low		

Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • flue like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where 	medium		

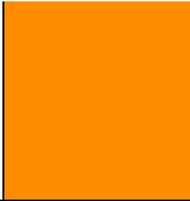
			appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available.			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	1. Participant hair tied up and clear of face 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away when fire lighting. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed in the bushcraft area.	medium		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death 	1. Container to be locked at all times when no staff members are present. 2. The padlock numbers must be scrambled to mitigate them being shared.	low		
Ropes	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Burns • Cuts • Slips trip and fall • Trapping / Pinching 	1. Participants briefed on safe use of ropes: <ul style="list-style-type: none"> • They must not be wrapped around your hands or other parts of the body • Do not whip the ropes • Ensure any knots tied can be undone. 	medium		
Micros Organisms	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • diseases • Infections 	<ul style="list-style-type: none"> - Make sure hands are washed thoroughly before eating anything. - Site checked and any animal faeces or dead animals removed - Hair tied back to avoid anything infiltrating the hair. - Instructor to have a first aid kit - Instructor to have a radio to contact SLT if any accidents occur - Instructor to be knowledgeable and have sight specific training. 	low	N/A	low

Faulty Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Young Persons 	<ul style="list-style-type: none"> • Cuts • Pinching • Splinters 	<ul style="list-style-type: none"> - Make sure equipment is checked before the session, making sure it's working properly with no cracks or breaks that could cause injury. - Make sure the equipment is kept tidy and stored away neatly to avoid damage. - The instructor needs to demonstrate how to use the equipment before passing the equipment onto the participants to ensure there is no in proper use. - Damaged equipment needs to be removed immediately from public use. - Instructor to have a first aid kit - Instructor to have a radio to contact SLT if any accidents occur - Instructor to be knowledgeable and have sight specific training. 	low	N/A	low
Environmental damage	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • damage to the setting and the bush craft area 	<ul style="list-style-type: none"> - Briefing from trained staff highlighting to participants to act carefully, making sure no damage is caused to plants, trees, animals, mini beasts or flowers. - Leave no trace – making sure all signs of activity are removed at the end of the session. - Instructor to be knowledgeable and have sight specific training. 	medium	N/A	medium
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Cuts • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help 	medium		

			<p>make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p>		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<p>1. Make sure instructors bring appropriate clothing for the weather.</p> <p>2. Sun cream to be advised, especially in the summer months.</p> <p>3. water bottles are allowed on session.</p> <p>4. instructors have a 30 min break when working 6 or more hours.</p> <p>5. Instructor have access to communicate with SLT, for any Queries.</p> <p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	
Adverse weather conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Electrical Shocks • Heat Stress • Hypothermia 	<p>1) Decision whether to cancel sessions due to high winds/thunderstorms to be made by SLT in advance of a session</p> <p>2) Appropriate clothing and shade to be used.</p> <p>3) bits of sticks to be used to hold down the cotton wool to stop it</p>	medium	

blowing away.

4) Wool can be removed from the activity and just making sparks can be the aim if the wool is blowing off the plate.



Action Ref	Action required	Who is responsible?	By when?	Date completed
Read and approve	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Nightline	School /Department:	Lakeside	Version:	022
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	nightline		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Blindfolded obstacle trail in woods Rob Delahay – Outdoor Activity, Sport, and Exercise Manager Samantha Petchey - Outdoor Activity, Sport, and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport, and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport, and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Electrical Shocks • Head Injuries • Heat Stress • Hypothermia 	<p>1) All participants to be issued with correct kit list prior to arrival and instructors to check before session</p> <p>2) If weather conditions are severe, instructor to dynamically risk assess situation and decide whether to halt or cancel session.</p> <p>3) Supervision and high vigilance of instructor throughout session, following of the safety guidelines.</p> <p>4) First Aid must be available.</p> <p>5) In the event of thunderstorms being forecast sessions will not run. If this occurs during a session it will be halted immediately</p> <p>6) Sessions will not run in wind speeds exceeding 24mph.</p>	medium		
Existing Medical Conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Asthma • Epilepsy 	<p>1) All medical conditions to be conveyed to Lakeside Management and or Supervisor and instructors prior to commencement of activity.</p> <p>2) Instructor to ensure participant carry any medication/inhalers/EpiPen and it is safely handled during session</p> <p>3) First Aiders will always be on site</p>	medium		
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Adequate safety brief given at beginning of activity</p> <p>2) Care to be taken when moving over uneven ground.</p> <p>3) Active supervision to be maintained throughout session</p>	medium		

			<p>4) Helmets to be worn at all times in the nightline area</p> <p>5) Instructors to warn participants throughout session of any upcoming hazards</p>		
Falling branches	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Damage to property • Eye injuries • Facial Injuries • Head Injuries 	<p>1) Instructor to check course before the group arrive, to check for the following: -Large loose branches that are part or near to the course, -wind damage to trees,</p> <p>2) Session not to take place in high winds and thunderstorms</p>	low	
Obstacles	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries • Slips trip and fall 	<p>1) Draw attention to key parts of course, where there is a potential for injury. E.g. ankles in tyres, bumped heads and splinters from the tunnel etc.</p> <p>2) Helmets to be worn at all times in nightline area</p> <p>3) Instructors to maintain active supervision and respond dynamically to the group/conditions.</p>	medium	
Vegetation	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Burns • Cuts • Dermatitis • Eye injuries • Flu-like symptoms • poison • Slips trip and fall • stings 	<p>1) Group is briefed on safe movement around area</p> <p>2) Branches obstructing main walk way to be reported and removed as part of pre session checks.</p> <p>3) Instructor to actively supervise.</p> <p>4) Participants advised on correct footwear. e.g. close toed.</p> <p>5) UW grounds team to keep grass short to reduce risk of ticks</p> <p>6) Any allergies to be identified prior to session and any relevant</p>	medium	

			<p>medication to be with participant at all times</p> <p>7) Stinging nettles/brambles to be cut back as part of pre-session checks.</p>		
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Animal Bites • Diarrhoea • Stings 	<p>1) Allergies to be identified prior to session and participant to carry appropriate medication at all times</p> <p>2) Lakeside staff have a tick remover available and staff trained in how to use it.</p> <p>3) Management of bushcraft area. UW grounds team to keep grass short.</p> <p>4) Don't provoke animals, instructor to notify SLT if animal is found i.e. snake</p> <p>5) Instruct participants not to eat anything. Don't lick it, don't pick it, don't eat it.</p> <p>6) Participants instructed to wash their hands after each session and before eating or touching face.</p> <p>7) Staff to maintain awareness of wasp/bee nests and to report to SLT (who will log a job for it to be removed)</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Young Persons 	<ul style="list-style-type: none"> • back pain, broken bones, cuts, head injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of head collisions.</p> <p>3) Participants ONLY allowed on certain obstacles. No barrels or crawling under tarpaulin.</p>	medium	

Blindfolds	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis 	<ol style="list-style-type: none"> 1. Nightline now has blacked out goggles as the blindfold. 2. Blindfolds are wiped in between sessions with a sensitive wipe. This will be completed by the participants. The wipes will be located inside the crate where the goggles are stored. 3. Blindfolds must be returned to the Activity Cabin. 	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest 	medium		

			tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed to be worn in the woodland area.		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	
Unauthorised Access	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death 	<ol style="list-style-type: none"> 1. Container to be locked at all times when no staff members are present. 2. The padlock numbers must be scrambled to mitigate them being shared. 	low	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help 	medium	

			<p>make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p>		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion. 	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	
Blindfold Games (Blindfold Bull Dog, Find your pair, Make a shape, Getting into order)	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) Instructor to choose games appropriate to the level of the group 2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand 3) Appropriate Games - <ol style="list-style-type: none"> 1. Blindfold Bull Dog (cones to use as 	medium	

a boarder)
 2. Find your pair (by making animal noises)
 3. Make a shape
 4. Getting into number order



Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Orienteering	School /Department:	Lakeside	Version:	015
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Orienteering around site Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Traffic	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • crush • Death • entrapment • Head Injuries • Lacerations • Sprains 	<p>1) Clear and concise explanation and brief to be given at the beginning of the session, alerted toward likelihood of moving traffic around Lakeside Campus and to use crossing over road</p> <p>2) Active remote supervision and high vigilance of instructor throughout session,</p> <p>3) Vehicle back up to all parts of course with first aid and phone.</p> <p>4) Staff to have intensive knowledge of area.</p> <p>5) 10 mph speed limit on site</p> <p>6) Instructor to assess maturity of group as to whether to send them across main driveway</p>	low		
Crossing perimeter boundaries	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Associated harm • Missing Participant 	<p>1) Clear and concise explanation and brief to be given at beginning of session</p> <p>2) DO NOT cross over perimeter fences.</p> <p>3) Active remote supervision and high vigilance of instructor throughout session,</p> <p>6) Staff to have knowledge of campus and high risk areas.</p> <p>7) Consider which points to send participants to- particular attention paid to whether archery is occurring at the same time and to avoid markers in and around the archery range</p>	low		

Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks • Heat Stress • Hypothermia 	<ol style="list-style-type: none"> 1) All participants to be issued with correct kit list prior to arrival. 2) If weather conditions are severe, instructor to dynamically risk assess situation and decide whether to halt or cancel session. 3) In case of lightning or uncertainty refer back to supervisor 4) Active remote supervision and high vigilance of instructor throughout session 5) Instructor to brief group on a recall signal 	low	
Getting Lost	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • emotional distress 	<ol style="list-style-type: none"> 1) All participants will be given an initial brief which includes basic map reading skills and extra coaching as required 2) Instructor to assess competency of the group to decide method of delivery and appropriate course 3) Groups instructed to return to building if unsure of location 4) Active remote supervision and high vigilance of instructor throughout session 5) Vehicle back up to all parts of course with first aid and phone. 6) Participants will all wear coloured bibs (different groups to have different colours) to help with identifying and visibility. 7) Staff to have knowledge of campus. 	low	
Uneven Ground	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Slips trip and fall 	<ol style="list-style-type: none"> 1) Safety brief given at beginning of activity including highlighting high risk 	medium	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 		<p>areas</p> <p>2) Care to be taken when moving over uneven ground.</p> <p>3) Running to be discouraged.</p> <p>4) To ensure groups are no less than 3 (4x3 groups).</p> <p>5) If an accident occurs, 1 to remain with the injured participant and 1 to return for help.</p> <p>6) Active remote supervision and high vigilance of instructor throughout session</p> <p>7) Vehicle back up to all parts of course with first aid and phone.</p> <p>8) Staff to have knowledge of campus</p>		
Water Sources	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Drowning 	<p>1) Explain clearly and explicitly that participants are not to go near the edge of main lake or small pools.</p> <p>2) Orienteering markers are placed around the main lake but on the raised banks either side and there is no need for participants to go near banks</p> <p>3) Instructor to maintain active supervision at all times</p>	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
HIVIS jackets	<ul style="list-style-type: none"> Employees Students 	<ul style="list-style-type: none"> Injured Missing Child 	<p>1. Staff to ensure HIVIS are worn on every session.</p>	low	

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 		<p>2. When you are the only group orienteering, each smaller group can wear a different colour. 1 x group of 4 in red, 1 x group of 4 in orange, 1 x group of 4 in yellow, and the instructor in green.</p> <p>3. When more than 1 group are orienteering, each group of 12 and the instructor MUST wear the same colour.</p>		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in 	medium	

		<ul style="list-style-type: none"> • Sprains 	<p>the staff handbook.</p> <ol style="list-style-type: none"> 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Dangly or hooped earrings must be removed, studs permitted. 3. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 4. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops, sandals, sliders or high heels). Wellies suitable for this activity. 	medium	
manual handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	low	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide 	medium	

			<p>extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion.</p>		
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Damage to property • Environmental Damage • Slips trip and fall • Sprains • Stress 	<p>1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>2. Depending on the difficulty of a group the staff ratio may increase.</p>	medium	
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • bites • stings 	<p>1) Allergies to be identified prior to session and participant to carry appropriate medication at all times</p> <p>2) Lakeside staff have a tick remover available and staff trained in how to use it.</p> <p>3) Management of lakeside. UW grounds team to keep grass short.</p> <p>4) Don't provoke animals, instructor to notify SLT if animal is found i.e. snake</p> <p>5) Instruct participants not to eat anything. Don't lick it, don't pick it, don't eat it.</p> <p>6) Participants instructed to wash their hands after each session and before eating or touching face.</p> <p>7) Staff to maintain awareness of wasp/bee nests and to report to SLT (who will log a job for it to be removed)</p>	medium	
Threat coming on site			- Dedicated Invacuation points	medium	

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • injuries 	<ul style="list-style-type: none"> - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Team Challenge	School /Department:	Lakeside	Version:	018
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Big field		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Team Building activities Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Birthday Bench	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • facial injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) Safety brief 2) Staff to maintain active supervision throughout and manage group behaviour. 3) Bench to be positioned so that it is stable 	medium		
Bomb	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Entanglement • Facial Injuries • Slips trip and fall 	<ol style="list-style-type: none"> 1) Safety brief 2) Advise that no one should wrap any rope around any part of their body. 3) Be mindful of rope boundaries 4) Staff to maintain active supervision throughout and manage group behaviour. 5) Instructor to discourage unsafe ideas (Lasso, balancing on ropes etc.) 	low		
Shrinking Island	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) Safety brief 2) If 'piggy backs' are used, ensure age appropriate and safely managed 3) Staff to maintain active supervision throughout and manage group behaviour 4) Staff to be mindful of weather conditions when using tarp (rain, wind etc.) 5) No shoulders allowed at any point. 	low		
Spiders Web	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Back Pain • Burns • Entanglement 	<ol style="list-style-type: none"> 1) Safety brief 2) Instructor to decide if lifting is appropriate for group 	low		

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>3) When lifting: minimum of two persons either side, must pass through web feet first, one participant must support the head with instructor spotting the head, must pass through face up and lift should be within range of torso.</p> <p>4) No running and jumping permitted</p> <p>5) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>6) Helmets to be worn when being lifted through web</p>		
Skis	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Cuts • Damage to property • Head Injuries • Slips trip and fall • splinters • Sprains 	<p>1) Safety brief</p> <p>2) Staff to maintain active supervision throughout and manage group behaviour</p> <p>3) Planks not to be lifted above waist height and not thrown</p> <p>5) Instructors to monitor planks for splinters and report using maintenance report form. Actioned immediately.</p>	medium	
Matrix	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Slips trip and fall • Sprains 	<p>1) Safety brief</p> <p>2) No running/jumping across tarpaulin</p> <p>3) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>4) Staff to be mindful of weather conditions when using tarp (rain, wind etc.)</p>	low	
Gutterball	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) Safety brief</p>	low	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Slips trip and fall Sprains 	<p>2) Take care moving with the guttering</p> <p>3) Instructor to choose an appropriate location for challenge and warn of hazards (uneven ground)</p> <p>4) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>5) Any splits or sharp edges to be reported via a maintenance report form and actioned immediately</p> <p>6) Ensure if splitting the group to race, there is adequate spacing between groups, to avoid gutters colliding with others or individuals.</p>		
Tyre Sequence	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Musculoskeletal disorders Slips trip and fall Sprains 	<p>1) Safety brief</p> <p>2) Encourage participant to pick large tyres in pairs and lower safely</p> <p>3) If participants are short, instructor to reiterate safe lifting and be there to assist.</p> <p>4) Staff to maintain active supervision throughout.</p> <p>5) Visual inspection of tyres before use and any issues to be reported using a maintenance report form</p>	low	
Hoops	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Slips trip and fall Sprains 	<p>1) Appropriate location for challenge to be used</p> <p>2) Staff to maintain active supervision throughout.</p>	medium	
Post a Letter	<ul style="list-style-type: none"> Employees Members of 	<ul style="list-style-type: none"> splinters 	<p>1) Letter discs to be sanded to minimise risk of splinters</p>	low	

	<ul style="list-style-type: none"> public • Students • Visitors • Young Persons 				
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium	
Cone	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Slips trip and fall • Sprains 	1) Safety brief 2) Instructor to maintain active supervision 3) Appropriate location and position used 4) Adequate distance between participants (big step either side of cone) and instructor to reiterate 5) Instructor discretion to be used (group maturity/weather)	medium	
Tug of War	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Overexertion • Slips trip and fall • Sprains 	1) Safety brief 2) Instructor to maintain active supervision 3) Appropriate location/positioning to be used 4) Instructor discretion to use activity (group maturity/weather) 5) Participants not to wrap rope around themselves 6) Encourage participants to work within capabilities and let go if needed	low	
Additional Games			1) Safety brief and clear outline of	medium	

<p>(Snatch, Cone, Tug of War, Star Game, Rock-Paper-Scissors Extreme, hoop rock,paper,scissors, Capture the Flag, Hoop Games)</p>	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Head Injuries • Overexertion • Slips trip and fall • Sprains 	<p>activity.</p> <p>2) Instructor to maintain active supervision of their 12 or group.</p> <p>3) Appropriate location/positioning to be used.</p> <p>4) Instructor discretion to use activity (group maturity/weather),</p> <p>5) These games must only be played at the end of team challenge for 10/15 minutes.</p>			
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	<p>medium</p>		
<p>Inappropriate Behaviour</p>	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 	<p>medium</p>		

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Dangly or hooped earrings must be removed, studs permitted.</p> <p>3. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>4. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>5. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium	
Stepping Stones	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Safety Brief</p> <p>2) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>3) To use appropriate equipment for participants to be stepping on/using.</p>	low	
Handcuffs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Cuts • Slips trip and fall 	<p>1) Safety brief</p> <p>2) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>3) Explain about twisting and being mindful of peoples joints due to twisting.</p>	low	
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1. When possible, ask for help to lift or move something heavy</p> <p>2. Instructors to have attended the in house manual handling training.</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Overexertion 	<ol style="list-style-type: none"> 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements 		
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion. 	medium	
instructor competency	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Cuts • Musculoskeletal disorders • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Instructors to have attended relevant in house training (first aid, manual handling, safeguarding, orienteering). 2. SLT must observe minimum of 8 challenges during the Site Specific 	medium	

	<ul style="list-style-type: none"> • Young Persons 		Sign Off. They can RPL up to 4.		
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
3	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Abseiling	School /Department:	Lakeside	Version:	026
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	tower	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Abseiling Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LO LER, PPE, Wire rope and Wooden Pole, Operational inspector Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To include, no running around whilst waiting for their turn and asked to stay in waiting area.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Aerial Tower subject to following inspection routine: * Routine Visual Inspections (prior to use) * Monthly Operational Inspections (Local) * 6 Monthly LOLER * Annual Periodical Inspections (External - Type A inspection body)</p> <p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up rope</p> <p>6) Harnesses and helmets to be fitted by instructor and checked prior to</p>	low		

			<p>descent of tower</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8)The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p> <p>9) Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc).</p> <p>10) Count in/out all equipment.</p>		
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low	
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>	medium	
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to</p>	low	

	<ul style="list-style-type: none"> • Visitors • Young Persons 		<p>building</p> <p>3) Sessions not to run in wind speeds in excess of 24mph</p>		
Unattended Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Death 	<p>1) Fence surrounding tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared. This includes equipment in between sessions.</p> <p>2) After sessions have run all equipment to be returned to the activity cabin.</p>	low	
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Falls from height • Head Injuries 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p> <p>4) All equipment at the top of the tower to be attached to the tower.</p> <p>5) Helmets to be worn at all times within the fenced area.</p>	medium	
Falling from Tower	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Instructors must be attached to the safety system at all times on the stairs/top platform</p> <p>2) Participants only allowed on the stairs/top platform when attached to safety system and invited by instructor.</p> <p>3) All participants are trained on the stair safety system prior to ascending the stairs.</p> <p>4) Ensure all pockets are emptied and</p>	low	

Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	shoes are tied correctly / tight. 1) All activity undertaken in line with government advice and guidelines.	medium		
Structural Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2). 2) Inaugural inspection - by an external Type A inspection body prior to commercial use. 3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly external type C Inspection 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body	low		
Objects on Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	1) Instructor to do a visual check of working area before session commences 2) Any loose objects to be kept out of the working area during a session	low		
Entrapment in Belay Device	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	1) All loose clothing and jewellery removed or tucked away and hair to be tied back so clear of face. 2) In cases where rings cannot be removed, then they cannot participate in the abseil. Religious wrist jewellery can be covered with neoprene bands (located in the office) or by their own clothing.	medium		

			<p>3) Instructors to maintain active supervision at all times</p> <p>4) All staff trained and signed off</p> <p>5) Brief given to warn people to keep fingers clear of the belay device</p> <p>6) Staff trained in appropriate rescue technique</p>		
Ropes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) All participants to be briefed on correct lowering technique and to complete practice at the top of tower</p> <p>2) Instructor to remain in control of the speed of the descent and to slow the participant down if necessary</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>4) Appropriate footwear (less likely of slipping on abseil face and banging front of head on the wall)</p> <p>5) Reiterate the importance of foot height, stop the participant if you have any concerns.</p> <p>6) Waiting participants away from tower to reduce possibility for objects landing on head.</p> <p>7) Hijabs/head scarves to be tucked</p>	medium	

			away. 8) Helmets to be worn by all visiting staff, even if not participating in the activity.		
Uncontrolled ascent of the stairs	<ul style="list-style-type: none"> • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Bottom instructor must have site of the waiting participants who are sat inside the shelter. 2. When ascending the stairs, the bottom instructor must watch the participant until the top instructor is ready to take over. The communication for change over must be clear with a single command word like 'change'. 	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Acts of aggression 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the 	medium	

	<ul style="list-style-type: none"> public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Broken bones Burns Cuts Eye injuries Head Injuries Slips trip and fall Sprains 	<p>instruction's issues by the instructor.</p> <ol style="list-style-type: none"> Behaviour Policy in place. DM on hand to assist if necessary. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. Rules must be reiterated throughout the session, where appropriate. Use of the DM completing walk arounds Staff members from visiting group available. 		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Cuts Head Injuries Heat Stress Hypothermia Slips trip and fall Sprains 	<ol style="list-style-type: none"> Participant hair tied up and clear of face Glasses straps issued if required. Dangly or hooped earrings must be removed, studs permitted. Hoody strings tucked away. Hoods tucked away. Necklaces and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they cannot participate. Religious bangles can be covered with neoprene sleeves or their own clothing. Appropriate clothing i.e. no vest tops, warm attire, no puffer coats etc. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). No coats under harnesses 	medium	
Unauthorised Access	<ul style="list-style-type: none"> Members of public Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Damage to property Death Eye injuries Falls from height Head Injuries Lacerations 	<ol style="list-style-type: none"> Surrounding fence to tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared. Tower door to be locked at all times when no staff members are present. Safety signage located in and around the tower. Participants are not to enter the tower unless told to do so by the 	medium	

		<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	instructor.		
Overloading System	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Damage to property • Falls from height 	<ol style="list-style-type: none"> 1. All participants over the age of 18 need weighing prior to any aerial activity. 2. Groups under the age of 18 are weighed if SLT deem necessary. 	low	
Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement • Trapping / Pinching 	<ol style="list-style-type: none"> 1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up. 2. Staff ONLY trained on the tower activities can set up these activities. 	low	
staff-to-participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Death • Falls from height • Head Injuries • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
manual handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	

Instructor Welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructors have a 15 min break if Working 4 or more hours. 6. Instructor have access to communicate with SLT, for any Queries. 7. Gazebos will be used to provide extra shade on hot days. 8. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio. 9. Depending on the difficulty of a group the staff ratio may increase. 	medium		
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Big Zip Wire	School /Department:	Lakeside	Version:	027
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	tower	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Zip Wire Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Sam antha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To stay around the waiting area or outside of the boundary if playing games.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept. - Annual PPE inspections carried out by technical advisor - Monthly operational inspections by trained staff -Annual periodical inspection by Type A - LOLER inspection -Quarterly ladder inspections</p> <p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up safety system (Rope/Steel carabiner).</p>	low		

			<p>6) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8)The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p> <p>9) Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc).</p>		
Carriage System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • amputation • Death • degloving • entrapment 	<p>1) Participants advised to keep all body parts clear of pulley and cable system.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All participants and instructors to wear climbing helmets.</p> <p>4) To keep long hair tied back so out of face, baggy clothing (hoody strings, toggles, hoods) tucked in or taken off and jewellery removed.</p> <p>5) In cases where rings cannot be removed, then they cannot participate in the Big Zip. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>6) Staff correctly trained/qualified.</p>	low	

			<p>7) Instructors to only allow participants to lift their feet to start their descent (no jumping).</p> <p>8) Regular role rotation to minimise instructor fatigue (across sessions)</p> <p>9) Grillon rope length is identified with a blue marking (10m grillon).</p>		
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low	
Collison at bottom of zip wire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • impact injuries • Musculoskeletal disorders • Sprains 	<p>1) Active supervision and clear instructions</p> <p>2) Participants sent to appropriate waiting area after detachment</p> <p>3) Both visual and audible signals between upper and lower instructors before every participant launches.</p> <p>4) Ladder to be kept clear of the zip wire</p> <p>5) Big Zip not to be run if the bottom of the line is not visible (due to fog).</p>	low	
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions.</p> <p>2) Gazebos to be placed at the bottom for shade if required.</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p>	medium	

Ladder	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Falls from height • Musculoskeletal disorders • Sprains 	<p>4) First aid trained staff on site.</p> <p>1) Ladder to be seated correctly at bottom and legs are sufficiently spread.</p> <p>2) Ladder used according to training. This will be taught during activity specific training. A video is also available on SharePoint.</p> <p>3) Ladder to be padlocked to the fence in between sessions.</p> <p>4) Quarterly ladder inspections.</p> <p>5) Pre use check as per training and link https://www.hse.gov.uk/work-at-height/ladders/how-to-check-ladder-is-safe-before-use.htm</p>	medium		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) Sessions on tower not to run in winds in excess of 24mph.</p> <p>4) If fog is present then the session will not run.</p>	low		
Unattended Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Death 	<p>1) If equipment is being left at the tower, it must be inside the locked green fence.</p> <p>2) The ladder must be chained and locked to the wooden frame at the bottom of the zip line.</p> <p>2) After sessions have run all equipment to be returned to the activity cabin and checked.</p>	low		
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Death 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and</p>	medium		

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height Head Injuries 	<p>re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p> <p>4) All equipment at the top of the tower to be attached to the tower.</p> <p>5) Helmets to be worn at all times within the fenced area.</p>		
Overloading System	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height 	<p>1) Maximum weight load is 120kg.</p> <p>2) All participants over the age of 18 need weighing prior to any aerial activity.</p> <p>3) Groups under the age of 18 are weighed if SLT deem necessary.</p>	low	
Falling from Tower	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height 	<p>1) Instructors must be attached to the safety system at all times on the stairs/top platform</p> <p>2) Participants only allowed on the stairs/top platform when attached to safety system and invited by instructor.</p> <p>3) Ensure all pockets are emptied and shoes are tied correctly / tight.</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Other site users	<ul style="list-style-type: none"> Employees Members of public 	<ul style="list-style-type: none"> Broken bones Head Injuries 	<p>1) Fences in place to discourage walking below zip wire</p> <p>2) Other activities (for example</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 		<p>orienteeing) to be briefed on walking around the zip wire not under it</p> <p>3) Bottom instructor to remain vigilant and stop people attempting to walk underneath</p> <p>4) Participants only sent down the zip wire after visual and verbal check</p>		
Structural Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly external type C Inspection 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Participants are not near the wire rope, there is no tree canopy, participants can invert, therefore risk is low.</p> <p>4) Remind participant of the wire rope/equipment at the top of the platform.</p>	medium	

			<p>5) Hijabs/ head scarves are to be tucked away.</p> <p>6) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>		
Grillon Rope catching on fence	<ul style="list-style-type: none"> • Employees • Members of public • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Entanglement • Head Injuries • Sprains 	<p>1. Ski straps to be safely secured around the rope. This will prevent grillon rope catching on green fencing around tower.</p> <p>2. Top instructor to ensure this is checked prior to leaving the platform.</p>	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Hoodie strings tucked away.</p> <p>5. Hoods tucked away.</p> <p>6. Necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed then they cannot participate.</p> <p>7. Appropriate clothing i.e. no vest tops, warm attire, no Puffer coats etc.</p> <p>8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>9. No puffer coats under harnesses</p>	medium	
Uncontrolled ascent of the stairs	<ul style="list-style-type: none"> • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1. Bottom instructor must have site of the entire group, until top instructor invites the participant up the stair system.</p> <p>2. Bottom instructor instructs the participant to return the trolley, then wait outside the green fencing (where sign is located).</p> <p>3. Top instructor will then invite the participant to ascend the stairs and take site of that individual until they reach the top and descend. The top instructor must intervene when</p>	medium	

			<p>necessary to prevent clipping into the wrong place or being unclipped at any point.</p> <p>4. Signage available/present on both the green fencing and hobbit hatch.</p> <p>5. A chain placed across the entrance for when the tower gate is open</p> <p>6. A click test of the carabiners when attaching to ALF system on the stairs</p> <p>7. the participants to only enter the fenced area when they have been Invited in.</p> <p>8. Participants to demonstrate where to clip the stair carabiners to before they enter the tower.</p>		
Unauthorised Access	<ul style="list-style-type: none"> Members of public Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Damage to property Death Eye injuries Falls from height Head Injuries Lacerations Slips trip and fall Sprains 	<p>1. Surrounding fence to tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2. Tower door to be locked at all times when no staff members are present.</p> <p>3. Safety signage located in and around the tower.</p> <p>4. Participants are not to enter the tower unless told to do so by the instructor.</p>	medium	
Incorrect Set Up	<ul style="list-style-type: none"> Members of public Visitors 	<ul style="list-style-type: none"> Back Pain Burns Cuts Damage to property Entanglement Trapping / Pinching 	<p>1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up.</p> <p>2. Staff ONLY trained on the tower activities can set up these activities.</p>	low	
Damaged Equipment	<ul style="list-style-type: none"> Employees Members of public Students Visitors 	<ul style="list-style-type: none"> Broken bones Cuts Death Falls from height Head Injuries 	<p>1) Use of appropriately trained/qualified instructors.</p> <p>2) Walking not running with trolley</p> <p>3) Bottom instructor not to yank rope through grillion</p> <p>4) Equipment to be checked before</p>	medium	

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Lacerations • Musculoskeletal disorders • Sprains 	the session by the instructor delivering the session or an instructor that has been Signed Off on Big zip			
Unclipping from the stair safety system	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Death • Falls from height • Head Injuries • Sprains 	<ol style="list-style-type: none"> 1. A chain placed across the entrance for when the tower gate is open 2. A click test of the carabiners when attaching to ALF system on the stairs 3. The participants to only enter the fenced area when they have been Invited in. 4. Participants to demonstrate where to clip the stair carabiners to before they enter the tower. 5. Top instructor to take site of the participant until they reach the top and descend. The top instructor must intervene when necessary to prevent clipping into the wrong place or being unclipped at any point. 6. Before going up the stairs all participants must have successfully completed the practice stair safety system. 	medium		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	N/A	medium
Instructor Welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • hypothermia • Overexertion 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on 	medium	N/a	medium

		<ul style="list-style-type: none"> • Stress • UV Burns 	<p>session.</p> <p>4. instructors have a 30 min break when working 6 or more hours.</p> <p>5. Instructors have a 15 min break if Working 4 or more hours.</p> <p>6. Instructor have access to communicate with SLT, for any Queries.</p> <p>7. Gazebos will be used to provide extra shade on hot days.</p> <p>8. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>9. Depending on the difficulty of a group the staff ratio may increase.</p>		
Psychosocial	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Emotional Distress • Stress 	<p>1) All instructors have attended training sessions on comfort/ panic zones and managing participants through this.</p> <p>2) All participants briefed on the activity and prepared for the jump before leaving ground.</p> <p>3) Instructor to encourage a supportive atmosphere within the group.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
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Name of Assessment:	LS - Climbing	School /Department:	Lakeside	Version:	026
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	tower	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Bottom rope climbing on aerial tower Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Falling Objects	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) All participants, employees and visiting staff to be wearing a helmet at all times during activity within the fenced area.</p> <p>2) All equipment at the top of the tower to be secured where possible to minimise potential of falling objects.</p> <p>3) Ensure all pockets are emptied and shoes are tied correctly / tight.</p>	low		
Structural Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death • Falls from height 	<p>1. Fence surrounding tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2. Tower door to be locked at all times when no staff members are present.</p> <p>3. Safety signage located in and around the tower.</p> <p>4. Participants are not to enter the tower unless told to do so by the instructor.</p>	medium		

Equipment Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept. - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff -Annual periodical inspection by Type A</p> <p>4) Use of appropriately trained/qualified instructors who have been signed off by technical advisor and undergone a in-house Site Specific Sign Off</p> <p>5) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>6) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p> <p>7) Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc)</p>	low		
Misuse of Equipment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Activity only to be run by qualified/trained staff who have been signed off by the technical advisor and undergone site specific sign off</p> <p>2) Activity to be run as per training, SOP and activity induction guidelines.</p>	low		

			<p>3) Equipment not in use will be locked away.</p> <p>4) Fence surrounding tower to be locked when not in use.</p>			
Working at Height	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) All staff trained and signed off for working on tower</p> <p>2) Anyone working at the top of the tower is to be secured at all times using safety rope.</p>	low		
Objects on ground	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	<p>1) Instructor to do a visual check of working area before session commences</p> <p>2) Any loose objects to be kept out of the working area during a session</p> <p>3) Ground anchors are located at the sides of the tower and will be pointed out to group by the instructor.</p>	medium		
Overexertion	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion • Sprains 	<p>1) Instructors to encourage participants to work within their own capabilities</p> <p>2) All staff first aid trained</p> <p>3) Instructor to lead a warm up/warm down if required for the session</p>	medium		
Helmet Suspension	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • strangulation 	<p>1) All instructors trained in safe lowering practices and have been signed off by the technical advisor as well as undergoing a site specific sign off.</p> <p>2) Hooded clothing removed or tucked in</p> <p>3) Instructors to control lower offs and remind participants of correct position, pausing the lower off if needed.</p> <p>4) Correct footwear to be worn with an</p>	low		

			appropriate grip (close toed, no water shoes etc.)		
Entrapment in the belay device	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>1) All loose clothing and jewellery removed or tucked away and hair to be tied back so away from face</p> <p>2) In cases where rings cannot be removed, then they cannot participate in the climbing. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>3) Instructors to maintain active supervision at all times</p> <p>4) All staff trained and signed off</p> <p>5) Brief given to warn people to keep fingers clear of the belay device</p> <p>6) Staff trained in appropriate rescue technique</p>	medium	
Inclement Weather	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Electrical Shocks 	<p>1) If thunderstorms forecast session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) In winds exceeding 24mph sessions will not run in line with tower manufacturers guidelines</p>	low	
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and participants checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session</p>	medium	
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p>	medium	

			<p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>		
Entrapment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • degloving 	<p>1) All rings/jewellery to be removed prior to the session</p> <p>2) All loose clothing to be removed or tucked away</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Not to take place if any other activity using top of tower (e.g., less likely something can be dropped on someone's head)</p> <p>4) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>5) Appropriate footwear (less likely of slipping on climbing face and banging front of head on the wall).</p> <p>6) Hijabs/head scarves to be tucked away.</p> <p>7) Reiterate the importance of foot height, stop the participant if you have</p>	medium	

			any concerns (during descent). 8) Helmets to be worn by all visiting staff, even if not participating in the activity.		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Necklaces and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they cannot participate. 7. Appropriate clothing i.e. no vest tops, warm attire, no puffer coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 9. No puffer coats under harnesses 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 8. Start on one line for the first demonstration/first participant, if behaviour and competency not up to standard then stay with one line, if after first demonstration the group are 	medium	

			capable then you can progress to two lines.		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Overloading System	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Damage to property • Falls from height 	<ol style="list-style-type: none"> 1. All participants over the age of 18 need weighing prior to any aerial activity. 2. Groups under the age of 18 are weighed if SLT deem necessary. 	low	
Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement • Trapping / Pinching 	<ol style="list-style-type: none"> 1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up. 2. Staff ONLY trained on the tower activities can set up these activities. 	low	
Psychosocial	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Emotional 	1) All instructors have attended training session on comfort/ panic	medium	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Distress Stress 	<p>zones and managing participants through this.</p> <p>2) All participants briefed on the activity and prepared for jump before leaving ground.</p> <p>3) Instructor to encourage a supportive atmosphere within the group.</p> <p>4) All participants will have a practice climb and then lower of at least 1-2 metres.</p> <p>5) The first participant will complete a full practice climb, so they will be lowered to the ground. The rest of the participants must watch this full practice climb.</p>		
Rope	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Burns Entanglement Falls from height 	<p>1. Instructor to check that the climbers rope and the belay rope is not twisted before ascending.</p> <p>2. Instructor to always be holding onto the dead rope whilst a climber is attached.</p> <p>3. Instructor to have attended tower training and be signed of by the technical advisor and to have completed a site specific sign off.</p> <p>4. Instructor to brief participants each of their roles when they are holding on to the rope.</p> <p>5. active supervision throughout the session.</p> <p>6. instructors will have 3 separate signs offs:</p> <ul style="list-style-type: none"> - one line - Two lines - Belaying (sign off from TA) <p>7. Ensure all slack is removed from the rope attached to the climber before they start their ascent (safety wedgy).</p>	medium	

			8. First participant next to the anchor to pull the blue rope up towards the sky, and then back down level with group.		
Running 2 Lines	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Entanglement • Falls from height • Head Injuries • Stress 	<ol style="list-style-type: none"> 1. Helmets to worn at all times when in the green fenced area of the tower. 2. The instructor must have completed the site specific sign off before running two lines. 3. always start with running 1 line, after at least 1 run through, you can progress onto 2 lines. two lines is used as a behaviour reward/trust of the group. 4. running two lines will depend on group suitability. 5. For experienced instructors, they could be signed off on both 1 line and 2 lines within the same session. 	medium	
Belaying	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Entanglement • Falls from height • Head Injuries • Sprains • Stress 	<ol style="list-style-type: none"> 1. Helmets to worn at all times when in the green fenced area of the tower. 2. The instructor must be deemed competent by the technical advisor before belaying. 3. Solo belaying should only occasional be done, as and when it is deemed necessary. 	medium	
staff-to-participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Death • Entanglement • Falls from height • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Manual handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help 	medium	

			<p>make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p>		
instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructors have a 15 min break if Working 4 or more hours. 6. Instructor have access to communicate with SLT, for any Queries. 7. Gazebos will be used to provide extra shade on hot days. 8. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 9. Depending on the difficulty of a group the staff ratio may increase. 	medium	
uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) Comprehensive safety and operating brief, prior to and during activity. 2) To include, no running around whilst waiting for their turn and asked to stay in waiting area. 3) Clear boundaries should be set as part of the safety brief. 4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management 	medium	
Threat coming on site			- Dedicated Invacuation points	medium	

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • injuries 	<ul style="list-style-type: none"> - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Leap of Faith	School /Department:	Lakeside	Version:	025
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	tower	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Climbing and stepping off platform on aerial tower Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Falling Objects	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) All participants, employees and visiting staff to be wearing a helmet at all times during activity within the fenced area</p> <p>2) All equipment at the top of the tower to be secured where possible to minimise potential of falling objects</p> <p>3) Ensure all pockets are emptied and shoes are tied correctly/tight.</p>	low		
Structural Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death • Falls from height 	<p>1) Fence surrounding tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2) Tower door to be locked at all times when no staff member.</p> <p>3) Safety signage in place to deter unauthorised access.</p>	low		

			4) Participants are not to enter the tower unless told to do so by the instructor.		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept. - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff -Annual periodical inspection by Type A</p> <p>4) Use of appropriately trained/qualified instructors who have been signed off by technical advisor and undergone a in-house Site Specific Sign Off</p> <p>5) Full body harnesses and helmets to be fitted by instructor and checked prior to climbing</p> <p>6) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p> <p>7) Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc).</p>	low	
Misuse of Equipment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height 	1) Activity only to be run by qualified/trained staff who have been signed off by the technical advisor and undergone site specific sign off	low	

		<ul style="list-style-type: none"> • Head Injuries 	<p>2) Activity to be run as per training, SOP and activity induction guidelines.</p> <p>3) Equipment not in use will be locked away.</p> <p>4) Fence surrounding tower to be locked when not in use.</p> <p>5) Instructors will need to be signed off for both the top and bottom positions on mini zip.</p>		
Working at Height	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) All staff trained and signed off for working on tower</p> <p>2) Anyone working at the top of the tower is to be secured at all times using safety rope.</p>	low	
Objects on ground	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	<p>1) Instructor to do a visual check of working area before session commences</p> <p>2) Any loose objects to be kept out of the working area during a session</p> <p>3 Ground anchors are located at the sides of the tower and will be pointed out to group by the instructor.</p>	medium	
Overexertion	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion • Sprains 	<p>1) Instructors to encourage participants to work within their own capabilities</p> <p>2) All staff first aid trained</p> <p>3) Instructor to lead a warm up/warm down if required for the session</p>	medium	
Helmet Suspension	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Strangulation 	<p>1) All instructors trained in safe lowering practices and have been signed off by the technical advisor as well as undergoing a site specific sign off.</p> <p>2) Hooded clothing removed or tucked</p>	low	

<p>Entrapment in the belay device</p>	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>in</p> <ol style="list-style-type: none"> 1) All loose clothing and jewellery removed or tucked away and hair to be tied back so away from face 2) In cases where rings cannot be removed, then they cannot participate in the Leap of Faith. Religious wrist jewellery can be covered with neoprene bands located in the office. 2) Instructors to maintain active supervision at all times 3) All staff trained and signed off 4) Brief given to warn people to keep fingers clear of the belay device 5) Staff trained in appropriate rescue technique 	<p>medium</p>		
<p>Inclement Weather</p>	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Electrical Shocks 	<ol style="list-style-type: none"> 1) If thunderstorms forecast session will not run 2) If thunderstorms occur during session, immediate end and return to building 3) In winds exceeding 24mph sessions will not run in line with tower manufacturers guidelines 	<p>low</p>		
<p>Exposure to Cold</p>	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<ol style="list-style-type: none"> 1) Kit list made available prior to attendance and participants checked by instructor 2) SLT/Instructor to assess suitability of conditions prior and during session 	<p>medium</p>		
<p>Exposure to Heat</p>	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<ol style="list-style-type: none"> 1) Instructor to ensure participants are suitably prepared for weather conditions 2) Shaded areas to be used for waiting if required 3) SLT/Instructor to assess suitability 	<p>medium</p>		

			of conditions prior and during session. 4) First aid trained staff on site		
Entrapment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • degloving 	<p>1) All rings/jewellery to be removed prior to the session</p> <p>2) All loose clothing to be removed or tucked away</p> <p>3) In cases where jewellery cannot be removed, then it must be taped. Religious wrist jewellery can be covered with neoprene bands located in the office</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Platform	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	<p>1) An appropriate amount of slack to be put in the rope prior to jumping to avoid participants swinging into it</p> <p>2) All participants briefed not to jump before instructor has given the all clear</p>	medium	
Rope	<ul style="list-style-type: none"> • Employees • Members of public • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • bruising • Burns • Entanglement • Falls from height 	<p>1) Check rope is clear of participant before allowing them to jump</p> <p>2) Appropriate amount of slack put into the rope- not excessive and never below the knee. Be aware of the difference in slack for a little 6-year-old, compared to an adult/student.</p> <p>3) Participants briefed to stay clear of the slack rope.</p> <p>4) Instructor to check that the LOF climber rope is not twisted around the buoy rope before ascending.</p>	medium	

			<p>5) Ensure the climber is attached to the rope that goes through the SRB closest to the ball.</p> <p>6) Make sure the jumping participant is only holding onto the knot or not holding on to anything.</p>		
Psychosocial	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Emotional Distress • Stress 	<p>1) All instructors have attended training session on comfort/ panic zones and managing participants through this</p> <p>2) All participants briefed on the activity and prepared for jump before leaving ground.</p> <p>3) Instructor to encourage a supportive atmosphere within the group</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Not to take place if any other activity using top of tower (e.g., less likely something can be dropped on someone's head)</p> <p>4) May be concern about swinging back into wall, but there should be enough slack in the system to stop this happening.</p> <p>5) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>6) Appropriate footwear (less likely of</p>	medium	

			<p>slipping on wooden rungs and banging front of their head on the wall)</p> <p>8) Hijabs/head scarves to be tucked away</p> <p>9) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they are not able to participate. 7. Appropriate clothing i.e. no vest tops, warm attire, no puffer coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 9. Seat Belt pads worn by participants not wearing a layer that protects their neck 10. No puffer coats under harnesses - puffer coats can be worn over the top of the harnesses. When clipped in to any belay or safety system puffer coats must be fully removed. 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instructor's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 	medium	

			<p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Overloading System	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Damage to property • Falls from height 	<ol style="list-style-type: none"> 1. All participants over the age of 18 need weighing prior to any aerial activity. 2. Groups under the age of 18 are weighed if SLT deem necessary. 	low	
Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement 	<ol style="list-style-type: none"> 1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up. 2. Staff ONLY trained on the tower activities can set up these activities. 	low	

		<ul style="list-style-type: none"> • Trapping / Pinching 				
Hitting the Wall	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries • Sprains 	<ul style="list-style-type: none"> - Helmets must be worn during this activity - Participants must jump feet first, no heading the ball - Instructors to explain to participant to lightly push against the wall with their feet if they start to swing towards it. 	medium	N/A	medium
Staff - to - participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Death • Entanglement • Falls from height • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructors have a 15 min break if 	medium		

			<p>Working 4 or more hours.</p> <p>6. Instructors have access to communicate with SLT, for any Queries.</p> <p>7. Gazebos will be used to provide extra shade on hot days.</p> <p>8. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>9. Depending on the difficulty of a group the staff ratio may increase.</p>		
uneven ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To include, no running around whilst waiting for their turn and asked to stay in waiting area.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
3	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Mini Zip Wire	School /Department:	Lakeside	Version:	021
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Mini zip wire	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Zip Wire Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise supervisor Sam antha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To include, no running around whilst waiting for their turn and not to stand on platform until asked to.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p> <p>5) The launch platform and surrounding ground area need regular checks prior to session commencement. E.g Rabbit holes, fallen branches etc.</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept.</p> <ul style="list-style-type: none"> - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff -Annual periodical inspection by Type A -Annual arboreal (trees) inspections -Quarterly ladder inspections 	low		

			<p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up safety system (Rope/Steel carabiner).</p> <p>6) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p> <p>9) Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc).</p>		
<p>Carriage System</p>	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • amputation • Death • degloving • entrapment 	<p>1) Participants advised to keep all body parts clear of pulley and cable system.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All participants and instructors to wear climbing helmets.</p> <p>4) To keep long hair tied back and out of face, baggy clothing (hoody strings) tucked in or taken off and jewellery removed.</p> <p>5) In cases where rings cannot be removed, then they cannot participate in the Mini Zip. Religious wrist jewellery can be covered with neoprene bands located in the office.</p>	<p>low</p>	

			<p>6) Staff correctly trained/qualified.</p> <p>7) Instructors to only allow participants to 'step off' the platform when starting their descent (no jumping).</p> <p>8) Regular role rotation to minimise instructor fatigue.</p> <p>9) Participants briefed to hold onto rope bundle at all times during descent.</p> <p>10) Grillon on carriage system is identified with yellow marking to demonstrate 5m rope.</p>			
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low		
Collison at bottom of zip wire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • Impact Injuries • Musculoskeletal disorders • Sprains 	<p>1) Active supervision and clear instructions</p> <p>2) Participants sent to appropriate waiting area after detachment</p> <p>3) Both visual and audible signals between upper and lower instructors before every participant launches.</p> <p>4) Ensure the participant hits the braking system and has slowed before the instructor takes hold of the tail end of the lowering off rope</p>	low		
Exposure to Heat	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather</p>	medium		

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 		<p>conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>		
Ladder	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Broken bones entrapment Falls from height Musculoskeletal disorders Sprains 	<p>1) Ladder to be seated correctly at bottom and legs are sufficiently spread.</p> <p>2) Ladder used according to training. This will be taught during activity specific training. A video is also available on SharePoint.</p> <p>3) Ladder to be carried back to the cabin/office in between sessions.</p> <p>4) Quarterly ladder inspections.</p> <p>5) Pre use check as per training and link https://www.hse.gov.uk/work-at-height/ladders/how-to-check-ladder-is-safe-before-use.htm</p>	medium	
Inclement Weather	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) Sessions not to run in winds exceeding 24mph.</p>	low	
Unattended Equipment	<ul style="list-style-type: none"> Employees Members of public Students Visitors 	<ul style="list-style-type: none"> Death 	<p>1) All equipment to be returned with group at session end.</p> <p>2) Gates in place to discourage unauthorised access</p>	low	

Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<p>1) Group to be controlled by instructor and/or accompanying adult (i.e. school teacher) when not directly participating in zip line.</p> <p>2) Participants to wait in designated appropriate waiting area away from water. Participants not to walk down banks or get close to waters edge.</p> <p>3) Instructor at bottom of zip line to watch participant walk back up to the top via roadside.</p> <p>4) Participants must be spotted by both instructors at the top and bottom (shared responsibility).</p>	low		
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Falls from height 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p>	medium		
Overloading System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Maximum weight load is 111kg.</p> <p>2) Scales available to check participants weight if required</p>	low		
Falling from Platform	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Instructors must be attached to the safety line, before opening and securing the gates.</p> <p>2) Participants only allowed on platform when invited by instructor and secured to safety line</p>	low		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 				
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> Employees Members of public Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Head Injuries 	<p>1) No helmet, then no participants are permitted on the mini zip (as per HSE guidelines).</p> <p>2) Hijabs/ head scarves to be tucked away.</p>	low	
Shortening Grillon Rope	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height 	<p>1) Ropes will only be shortened by a competent person</p> <p>2) Knot tied in the end of the rope to prevent slipping through the grillon</p> <p>3) Ropes only to be shortened using hot knife to seal ends</p> <p>4) Shortened ropes to be tested prior to use</p> <p>5) Quarterly equipment inspections that will check conditions of rope</p>	medium	
Safeguarding	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Bullying Emotional Trauma Hurt Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of</p>	medium	

			<p>reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, no puffer coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 9. No puffer coats under harnesses. 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Broken bones • Falls from height 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio. 	medium	

	<ul style="list-style-type: none"> public Students Visitors Young Persons 	<ul style="list-style-type: none"> Overexertion Stress 	2. Depending on the difficulty of a group the staff ratio may increase.		
Manual Handling	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Overexertion 	<ol style="list-style-type: none"> When possible, ask for help to lift or move something heavy Instructors to have attended the in house manual handling training. Instructors to adhere to their manual handling training. When asking participants for help make sure they are adhering to the manual handling regulations. If asking participants to help carry a heavy load make sure they are at least working in pairs. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	
Instructor welfare	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Heat Stress hyperthermia Hypothermia Overexertion Stress UV Burns 	<ol style="list-style-type: none"> Make sure instructors bring appropriate clothing for the weather. Sun cream to be advised, especially in the summer months. water bottles are allowed on session. instructors have a 30 min break when working 6 or more hours. additional breaks are an option, under SLT discretion. Instructor have access to communicate with SLT, for any Queries. Gazebos will be used to provide extra shade on hot days. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Threat coming on site	<ul style="list-style-type: none"> Employees Members of public Students Visitors 	<ul style="list-style-type: none"> Acts of aggression Death injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be 	medium	

	• Young Persons	included in the training days		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	Aerial and Archery Operational Inspections	School /Department:	Lakeside	Version:	007
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Monthly operational checks on tower and mini zip Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner- Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Equipment Failure	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Back Pain Broken bones Death Head Injuries 	<p>1) Pre-inspection visual checks to be carried out on all equipment</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept. - Annual PPE inspections carried out by technical advisor - Monthly operational inspections by trained staff -Annual periodical inspection by Type A -Quarterly ladder inspections</p> <p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up safety system (Rope/Steel carabiner).</p> <p>6) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>7)Whilst wearing or using aerial activity equipment participants should not have any contact with potential contaminants that might effect integrity of equipment (E.g., paints, corrosive liquids etc).</p>	low		
Carriage System	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> amputation Death degloving entrapment 	<p>1) Inspecting staff trained in safe inspection techniques as will follow training.</p> <p>2) All inspecting staff will wear helmets</p> <p>3) Long hair tied back so out of face,</p>	low		

			<p>baggy clothing (hoody strings, toggles, hoods) tucked in or taken off and jewellery removed.</p> <p>4) Inspecting staff to take breaks and swap roles as needed to prevent fatigue</p>		
Exposure to Cold	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Inspecting staff to wear appropriate clothing for conditions</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during inspection and to halt if necessary</p> <p>3) First aid trained staff on site</p>	low	
Collison at bottom of zip wire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • impact injuries • Musculoskeletal disorders • Sprains 	<p>1) Inspecting staff to remain vigilant throughout inspection for anyone around the tower/mini zip and to advise them appropriately</p> <p>2) Where possible, ladder to be kept clear of the zip wire.</p> <p>3) Always working in at least pairs so one can safeguard ladder whilst other is on the wire.</p>	low	
Exposure to Heat	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Inspecting staff to wear clothing appropriate for the conditions</p> <p>2) Inspecting staff to assess suitability of conditions prior and during inspection and halt where necessary</p> <p>3) First aid trained staff on site</p>	medium	
Ladder	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Broken bones • Falls from height • Musculoskeletal disorders • Sprains 	<p>1) Ladder to be seated correctly at bottom and legs are sufficiently spread.</p> <p>2) Ladder used according to training. This will be taught during activity specific training. A video is also</p>	medium	

			<p>available on SharePoint.</p> <p>3) Ladder to be carried back to the cabin/office in between sessions.</p> <p>4) Quarterly ladder inspections.</p> <p>5) Pre use check as per training and link https://www.hse.gov.uk/work-atheight/ladders/how-to-</p>		
Inclement Weather	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then inspection will not run</p> <p>2) If thunderstorms occur during inspection, immediate end and return to building</p> <p>3) Inspections on tower not to run in winds in excess of 24mph.</p>	low	
Unattended Equipment	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Death 	<p>1) If equipment is to be left at the tower then the fence gate must be locked</p> <p>2) After inspection finished all equipment to be returned to the activity cabin</p> <p>3) When all inspection staff off the ground/ in tower then fence gate must be locked</p> <p>3) No equipment to be left unattended at the mini zip</p>	low	
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Falls from height • Head Injuries 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All inspecting staff trained</p> <p>3) All equipment at the top of the tower to be attached to the tower or within the inspection bag</p>	medium	

			4) Helmets to be worn at all times within the fenced area.		
Overloading System	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Maximum weight load is 111kg.</p> <p>2) Scales available to check inspecting staff weight if required</p>	low	
Falling from Tower	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Inspecting staff must be attached to the safety system at all times on the stairs/top platform</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Other site users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	<p>1) Fences in place to discourage walking below zip wire</p> <p>2) Other activities (for example orienteering) to be briefed on walking around the zip wire not under it</p> <p>3) Inspecting staff to remain vigilant and stop people attempting to walk underneath</p>	medium	
Structural Failure	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low	

Water	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Drowning 	<p>1) Inspecting staff to work in a minimum of two</p> <p>2) Life ring present by mini zip pond</p>	low		
Extended time in harness	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Suspension Trauma 	<p>1) Inspecting staff to rotate roles where possible</p> <p>2) Breaks taken as needed</p> <p>3) Where possible alternative access to be used ie. ladder</p>	medium		
Unauthorised access	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Damage to property • Death • Falls from height • Head Injuries 	<p>1) Fence gate to be locked when tower not in use and when all inspecting staff off the ground/in tower</p> <p>2) Ground level steps removed from pole when not in use</p> <p>3) Safety signage warning against unauthorised access in place at tower and mini zip</p>	low		
Wooden hut/poles	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • splinters 	<p>- Regularly sand down the wood</p> <p>- wearing gloves is an option</p>	low	N/A	low
Archery Equipment failure	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Bruising • Cuts • Head Injuries • Muscular Injuries • Sprains 	<p>- Pre-inspection visual checks to be carried out on all equipment</p> <p>- Helmets worn to protect heads from any potential falling parts from hight.</p>	low	N/a	low
Bending/reaching	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Muscular injuries • Overexertion 	<p>- Make sure manual handling training has been completed</p> <p>- Appropriately trained/qualified instructors</p> <p>- Use of ladder to minimise reaching.</p> <p>- Two instructors so the effort is halved.</p>	medium	N/A	medium
Black extendable ladder	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Broken bones • Falls from height • Pinched skin • Sprains 	<p>- Ladder to be used correctly making sure every step is clicked in before climbing.</p> <p>- Ladder used according to training. This will be taught during activity</p>	medium	N/A	medium

			<p>specific training</p> <ul style="list-style-type: none"> - Ladder to be carried back to the cabin/office if archery area is being left unattended - Quarterly ladder inspections. - Appropriately trained/qualified instructors - Two trained instructors to be present when using the ladder, one to climb and one to hold the ladder. - Make sure fingers are clear of the steps when lowering the ladder - Helmet to be worn whilst doing the inspection 			
Nuts and Bolts	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Head Injuries • pinching of skin 	<ul style="list-style-type: none"> - Helmets worn to prevent injury if anything was to fall from high - Spanner used to tighten bolts to avoid pinching fingers. - Using a spanner to tighten bolts to ensure they are secure. - Gloves can be worn to protect hands 	low	N/A	low
Target	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Cuts • Eye Injury • Lacerations 	<ul style="list-style-type: none"> - Bosses to be clipped with carabiner onto the netting when inspecting the target. - Two trained members of staff present when inspecting. 	low	N/A	low
Manual Handling	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 6. Consider location and height of storing equipment to minimise awkward positions and movements 	medium		

Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles can taken with you and are advised. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructors have a 15 min break if Working 4 or more hours. 6. Instructor have access to communicate with SLT, for any Queries. 7. Gazebos will be used to provide extra shade on hot days. 	medium		
uneven ground	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Being aware of any potential trip hazards. 2. Not to run around the tower 3. Being aware of any guy-wires that you could trip over. 	medium		
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Stair Safety System	School /Department:	Lakeside	Version:	020
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	tower	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	System for safe ascent and descent of internal stairs of aerial tower Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Falling Objects	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) All participants, employees and visiting staff to be wearing a helmet at all times during activity within the fenced area</p> <p>2) All equipment at the top of the tower to be secured where possible to minimise potential of falling objects</p>	low		
Structural Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Damage to property • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1. Fence surrounding the tower to be locked at all times when no staff members are present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2. Tower door to be locked at all times when no staff members are present.</p> <p>3. Safety signage located in and around the tower.</p>	low		
Equipment Failure			1) Pre-session visual checks to be	low		

	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>carried out as per SOP</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept. - Annual PPE inspections carried out by technical advisor - Monthly operational inspections by trained staff -Annual periodical inspection by Type A</p> <p>4) Use of appropriately trained/qualified instructors who have been signed off by technical advisor and undergone a in-house Site Specific Sign Off</p> <p>5) Harnesses and helmets to be fitted by instructor and checked prior to ascent of tower stairs</p>		
Misuse of Equipment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Activity only to be run by qualified/trained staff who have been signed off by the technical advisor and undergone site specific sign off</p> <p>2) Activity to be run as per training, SOP and activity induction guidelines.</p> <p>3) Equipment not in use will be locked in between sessions (padlock/chain or inside of the tower). Spare harnesses and helmets to be tidied away where possible, if not required on session.</p> <p>4) Fence surrounding tower to be locked when not in use. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>5) Practise training system in place for participants. Instructor to ensure participants are competent with this</p>	low	

			before ascending the stairs.		
Working at Height	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) All staff trained and signed off for working on tower</p> <p>2) Anyone working at the top of the tower is to be secured at all times using safety rope.</p>	low	
Entrapment	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>1) All loose clothing and jewellery removed or tucked away and hair to be tied back.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All staff trained and signed off</p>	medium	
Inclement Weather	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Electrical Shocks • Slips trip and fall 	<p>1) If thunderstorms forecast session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) In winds exceeding 24mph sessions will not run in line with tower manufacturers guidelines</p>	low	
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and participants checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session</p>	medium	
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p>	medium	

			4) First aid trained staff on site		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p> <p>2) All activities outdoors with social distancing (where possible).</p> <p>3) Opportunities for handwashing/ sanitising available.</p> <p>4) Masks will be available if needed.</p> <p>5) All university facilities maintained inline with enhanced cleaning procedures.</p>	medium	
Stairs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) All participants briefed and watched demonstration on safe ascent of the stairs</p> <p>2) Participants and staff to be clipped on by at least one point at all times while ascending/descending</p> <p>3) Participants to be guided by top instructor at all times during ascent/descent</p> <p>4) Children in years 6 (aged 11) and below will not participate in activities using the stair safety system, unless deemed appropriate by SLT.</p>	medium	
Conditions affecting stairs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Sessions on tower not to run when conditions (heavy rain, frost etc.) make stairs too slippy. SLT to make decision prior to sessions.</p> <p>2) Instructors to monitor condition of stairs during the session and prior to use.</p>	low	
Clipping in Incorrect Place	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Falls from height • Head Injuries • Slips trip and fall 	<p>1) All staff trained and signed off by technical advisor on managing customers up the stairs.</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Sprains 	<p>2) Brief and demonstration to be given by instructors of how to use the stair safety system.</p> <p>Participants will not be given access to the stairs until the instructor is confident they are competent using the practise stair system. Only once they have shown they can do this, will they be able to access the stairs (Abseil/Big Zip).</p> <p>This will be set up prior to any abseil/big zip session (located at the bottom of zip or inside the tower)</p> <p>3) Instructor at the top of stairs to actively supervise participants up the stairs maintaining as much visual and verbal contact as possible.</p> <p>4) If participant miss clips after the first set of stairs top instructor to guide them to clip in the right place. If participant is unable to do this the top instructor must descend the stairs to help them</p> <p>5) Reminder signs/pictures (when available) at all clipping points to remind participants</p>		
Participant not clipped in	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height • Head Injuries • Slips trip and fall 	<p>1) All staff trained and signed off by technical advisor on managing customers up the stairs.</p> <p>2) Brief and demonstration to be given by instructors of how to use the stair safety system.</p> <p>3) Instructor at the top of stairs to only allow participants to move up the stairs once they can verify that they are safely clipped in</p> <p>4) Instructor at the top of stairs to actively supervise participants up the</p>	medium	

			<p>stairs maintaining as much visual and verbal contact as possible.</p> <p>5) Participants briefed that they can only unclip themselves once they have clipped to the next attachment and top instructor has verified.</p> <p>6) Reminder signs/pictures at all clipping points to remind participants</p>		
Not using fall arrest harness	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Harness, chest harness, bridge sling and carabiner used in place of fall arrest harness as advised by technical advisor</p> <p>2) ALF systems only used over short distance (maximum of 13 steps)</p> <p>3) System is not loaded vertically</p> <p>4) Participants are able to use all hands and feet to help climb, meaning the chance of loading the system is very slim</p>	medium	
Use of Helmets (Religious or cultural beliefs)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Correct footwear and participant reminded of stair risk, without additional PPE - helmet.</p> <p>4) Stairs not used when overly slippery</p>	medium	
Uncontrolled ascent of the stairs	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Eye injuries • Falls from height 	<p>1. Bottom instructor must have site of the entire group, until top instructor invites the participant up the stair system.</p> <p>2. Bottom instructor instructs the participant to return the trolley, then</p>	medium	

	<ul style="list-style-type: none"> • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>wait outside the green fencing (where sign is located).</p> <p>3. Top instructor will then invite the participant to ascend the stairs and take site of that individual.</p> <p>4. Signage available/present on both the green fencing and hobbit hatch.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar 	medium	

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 		<p>to our training or better.</p> <ol style="list-style-type: none"> 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 	medium	

			<p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion</p>		
missing persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<p>- Dedicated Invacuation points</p> <p>- All staff to be aware of the Invacuation points</p> <p>- All staff to be aware and have read through Lakesides Invacuation plan</p> <p>- Invacuation procedure to be included in the training days</p>	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Canoeing	School /Department:	Lakeside	Version:	022
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Canoeing on lakes with groups Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor (L4 Canoe, IK, Sea National Trainer, SUP DSM Provider				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Participants must wear appropriate buoyancy aids.</p> <p>2) In the case of capsizes; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times after launching group.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Buoyancy aids checked by staff prior to the session beginning.</p> <p>7) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>8) Buoyancy aids must be worn over all clothing which must be appropriate and lightweight.</p> <p>9) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then cags are highly recommended. The DM may stipulate this on the day.</p> <p>10) Instructor to safely acclimatise jumping participants if necessary.</p> <p>11) When medical/inclusion</p>	low		

			requirements are presented to us, lifejackets are available and recommended by SLT to ensure participants are easily identifiable.		
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water (including jetty) should wear a buoyancy aid.</p> <p>6) Bank based spectators are not permitted near water's edge.</p> <p>7) Jetty to be closed when not in use. No one to use it without instructor supervision</p>	low	
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2) The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safe and controlled movement around boat.</p>	medium	

			<p>5) Instructor discretion as to use of helmets with groups.</p> <p>6) When taking part in rescue training or coaching capsizes (when it may be known that they will be underneath the body of water) participants MUST wear a helmet.</p> <p>7) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>8) Active supervision of group at all times, reiterating safety points throughout.</p> <p>9) Damaged equipment to be removed and reported via a maintenance report form</p> <p>10) Instructor to try and intervene before a collision happens.</p> <p>11) Instructor to clearly explain that participants are NOT to ram in to each others boats or anyone other boats that may be on the water with them.</p>		
Water borne pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Signage by the changing warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low	
Lifting Boats			1) Close and directive supervision of	medium	

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>participants when lifting boats</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues</p> <p>4) Storage of canoes close to water.</p> <p>5) Group participants not to curl boats out of the water- instructor to either send participants to the bank or to lift boats themselves in line with training</p> <p>6) Instructors to work within their capabilities when moving canoes and to follow all training.</p>		
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) Sunglasses available and encouraged for instructors</p> <p>2) Sun cream is included on the kit list issued to groups.</p> <p>3) Instructors encouraged to wear sun cream and to remind groups to wear it</p>	medium	
Entrapment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • entrapment 	<p>1) Close control of group on water.</p> <p>2) Operate in areas appropriate to group ability and site specific conditions.</p> <p>3) Ensure sparred canoes are fixed safely; with spars attached to thwart with straps. Both painters must be used to tie boats together. Care to be taken when handling wooden spar.</p> <p>4) In solo boats, painters should be stowed away safely</p> <p>5) If groups join together (SAME CRAFT ONLY) then instructors must be sure that they remain responsible for their own group at all times (utilise canoe colours to assist with this)</p>	low	

			<p>6) Attention paid to situations where entrapment could become an issue (people stuck in boats, PPE getting caught on objects, painters on boats secured properly with NO loops, people's feet stuck in mud, people's feet getting stuck under the seat and or thwart or yoke when a boat capsizes)</p> <p>7) Make sure fingers are not on the gunnels when rafting up out on the water.</p> <p>8) Wellies are NOT to be worn when on the water as they create unnecessary weights when the wearer falls into the water.</p>		
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>	low	
Hot Weather	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p>	medium	

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 		<p>2) Provision of shade, shelter and fluids.</p> <p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p> <p>4) When required extra breaks and shortened sessions can be provided</p>		
Capsize in shallow water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Facial injury • Head Injuries • Sprains 	<p>1) Group to be discouraged from capsizing and if it forms part of session then this is to take place in deep water.</p> <p>2) Managing correct entry and exit in the water</p> <p>3) Active supervision whilst launching and exiting water</p> <p>4) Instructors to brace boats and load participants one at a time when launching canoes</p> <p>5) Radio if additional assistance is needed</p>	low	
Group dispersing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control 	<p>1) Take into account wind direction and adjust starting location of session if required.</p> <p>2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p> <p>3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness)</p> <p>4) Active supervision and</p>	medium	

			<p>management of group needs to ensure group stays together</p> <p>5) Radio if additional assistance is needed</p> <p>6) Boundaries to be communicated prior to launch to help keep participants close together at start of session</p>		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control • unable to identify own group 	<p>1) If groups join together (SAME CRAFT ONLY) then instructors must remain responsible for their own group</p> <p>2) Regular head counts and/or roll call.</p> <p>3) Emphasis on not gathering around capsized boats. Instructor to reiterate to give capsized boats space</p> <p>4) Radio comms between instructors when required</p> <p>5) Where large groups are expected, with multiple canoes, groups should utilise the canoe colours as a means of identifying your own group. In cases where groups are less than 12, they should still be identifiable and separated from other groups (same as Orienteering HIVIS system).</p> <p>6) Instructors must be in their own canoe unless advised by DM to go in a sparrer canoe to make 7.</p>	medium	

Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p> <p>3) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p>	low		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Instructor to choose games appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Staff to actively supervise movement within the canoes, during games and when the canoes are being moved for launching.</p> <p>4) Discourage collisions during games, no deliberate bumping of boats (can be added to collisions and paddle strikes too).</p> <p>5) Appropriate Games -</p> <ol style="list-style-type: none"> 1. Fruit Salad 2. Netball (variational) 3. Races 4. Who can dangle their hair the lowest 5. N,E,S,W Directional Turning 6. Ball Bull Dog (Tag a team by hitting their boat with a ball – no boat contact) 	medium		
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained</p>	medium		

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 		<p>and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all participants</p>		
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1) 1:1 ratio so staff member lone working on the lake. If participant is under the age of 18, then parent/carer must always be present.</p> <p>2) Radio contact with SLT back at main building.</p> <p>3) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes.</p> <p>4) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach.</p> <p>5) Coaches and participants are not required to wear helmets, unless they are rolling/underwater rescues are being performed.</p>	medium	
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets</p>	medium	

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Sprains 	<p>removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	N/A	medium
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 	medium		

			<p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p> <p>11. Instructor aware of group numbers throughout their session</p>		
Unauthorised Access/Misuse of Equipment	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Broken bones Damage to property Death 	<p>1. Canoes not in use must be padlocked to the wooden frame</p> <p>2. The padlock numbers must be scrambled to mitigate them being shared. (canoes located at smaller pools).</p>	low	
Staff -to -participant ratio	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Drowning Overexertion Stress 	<p>1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>2. Depending on the difficulty of a group the staff ratio may increase.</p> <p>3. If groups are joining, an instructor must be on the water as the 12th participant is launched.</p>	medium	
Manual Handling	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Musculoskeletal disorders Overexertion 	<p>1. When possible, ask for help to lift or move something heavy</p> <p>2. Instructors to have attended the in house manual handling training.</p> <p>3. Instructors to adhere to their manual handling training.</p> <p>4. When asking participants for help make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p> <p>7. Individual canoes should be carried by at least 2 (if over 18) or 4 people (if under 18). Sparred Canoes should be carried by at least 4 people (if over 18) or 8 people (if under 18) .</p>	medium	
Instructor welfare	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Heat Stress hyperthermia Hypothermia 	<p>1. Make sure instructors bring appropriate clothing for the weather.</p> <p>2. Sun cream to be advised, especially in the summer months.</p>	medium	

		<ul style="list-style-type: none"> • Overexertion • Stress • UV Burns 	<p>3. water bottles are allowed on session.</p> <p>4. instructors have a 30 min break when working 6 or more hours.</p> <p>5. Instructor have access to communicate with SLT, for any Queries.</p> <p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion.</p>		
The Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • entrapment 	<p>1) No holding onto the Jetty for support.</p> <p>2) Instructor not to let anyone on the Jetty unless they have authorised it.</p>	medium	
missing persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
incorrect set up of Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • capsizing 	<p>1. Only instructors who have a SSSO to set up the activity for canoe.</p> <p>2. Before each session instructor to check all sparred canoes are still tightly attached.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Acts of aggression • Death 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read 	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Injuries 	through Lakesides Invacuation plan - Invacuation procedure to be included in the training days		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Hire and Launch	School /Department:	Lakeside	Version:	004
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	09/12/2025	Review date: 09/12/2026
Activity being assessed:	Hire and Launch days - To be read in conjunction to our paddle sports risk assessments. Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor or Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven surfaces	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Slips trip and fall Sprains 	<ul style="list-style-type: none"> Suitable shoes must be worn. No crocs, heels or open toed shoes. 	medium		
Water borne pathogens	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Flu-like symptoms sickness 	<ul style="list-style-type: none"> All staff to be fully aware of the status of the lake with regards to blue-green algae. Safety signage by the changing room warning people of the potential of blue-green algae in the lake. Monthly water testing, sampling and monitoring 3rd party contractor 	medium		
Equipment failure	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Cuts Drowning 	<ul style="list-style-type: none"> Making sure the equipment provided for hiring is fully functioning with no breaks Regular 3 monthly checks on equipment that is ours If SLT identify a problem with a craft a participant is using they should say something and can offer them one of lakesides to use 	medium		
Cold water	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Hypothermia 	<ul style="list-style-type: none"> Hire and launch not to take place over the winter months when water is too cold Session cancelled if water drop below 10 degrees 	medium		
Inclement weather	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Electrical Shocks 	<ul style="list-style-type: none"> Activity not to run if thunderstorms are forecast If thunderstorms occur during a session immediate evacuation of the lake Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on group competence, SLT Decision). 	medium		
Other attendees	<ul style="list-style-type: none"> Members of 	<ul style="list-style-type: none"> collisions 	<ul style="list-style-type: none"> Hire and launch to be held on the main lake especially if a lot of people 	medium		

	<ul style="list-style-type: none"> public Visitors 	<ul style="list-style-type: none"> Head Injuries 	<p>have booked on.</p> <ul style="list-style-type: none"> - Member of SLT on site to control this - First aid trained member of staff there to help 		
Other sessions	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> collisions 	<ul style="list-style-type: none"> - Member of SLT on site to control this 	medium	
threats coming on site	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Acts of aggression Death injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	
Manual Handling	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Back Pain Musculoskeletal disorders Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	
Safeguarding	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> bullying emotional trauma hurt 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Understand and be aware of reporting procedure. 5. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 6. Minor has to be accompanied by an adult out on the water. 7. Accompanied adult has to be within 10m of the minor. 	medium	
water	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Drowning 	<ol style="list-style-type: none"> 1) Participants must wear buoyancy aids 	medium	

			<p>3) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>4) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise.</p> <p>5) Buoyancy aids must be worn over all clothing</p> <p>6) When medical/inclusion requirements are presented to us, lifejackets are available and will be recommended by SLT if they seem it necessary</p> <p>7. SLT to speak up if they see a participant is being unsafe</p>		
unsupervised session	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Drowning injuries 	<p>1. Attendees must have signed a waiver before attending a hire and launch session.</p> <p>2. waiver is verified by SLT when participant signs in. To ensure key information is available (i.e. medical, next of kin etc.)</p> <p>3. SLT to make the participants aware of the brief board, explaining important safety information.</p> <p>4. Accompanied adult to always be within 10m of the minor.</p>	medium	
changing	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Slips trip and fall 	<p>1. Employees to make sure mats are put down in the changing room before members of the public arrive</p> <p>2. all under 18s are accompanied by an adult.</p> <p>3. Individual cubicles are available</p>	medium	

4. changing rooms used under own risk.



Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Free swim	School /Department:	Lakeside	Version:	004
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Can be done in addition to other water activities so RA operates in conjunction with RA of other activity (Canoe, Kayak, SUP, Raft) or as a short programmed activity. Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Buoyancy aids must be worn (Except for Water Safety when performing a straddle entry).</p> <p>2) Instructors to re-check that they are worn correctly.</p> <p>3) No participant is to access the jetty without supervision.</p> <p>4) Instructor to ensure no “horse play” takes place.</p> <p>5) Instructors to remain vigilant for cold water shock (gasp response)</p> <p>6) Rescue equipment must be readily available- torpedo buoy.</p> <p>7) Instructor to identify swim competency prior to session</p> <p>8) Instructor to safely acclimatise jumping participants if necessary.</p> <p>9) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>10) Helmets to be removed.</p>	medium		
Other Water Users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Head Injuries 	<p>1) Any other concurrent sessions on the same water to be warned to stay clear of swimmers.(Main lake only)</p> <p>2) Instructors on all sessions to maintain active supervision of their own group</p>	low		

Underwater debris/rocks	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Cuts • Sprains 	1) Any identified hazards to be removed	low		
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • loss of group control 	<p>1) When multiple groups are taking part in the free swim at the same time, instructor to participant ratio must remain 1:12.</p> <p>2) Each instructor have clear communication of each instructor's role (i.e., 1 instructor on the pontoon, 1 managing entrance/exit, 1 on the water if 3 groups have joined).</p>	low		
Swimming	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Drowning • facial injuries • Head Injuries 	1) Instructor to be able to monitor entire group at all times.	low		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium		
line of sight	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1. Instructor to be positioned correctly. ensuring they have a line of sign for all participants.</p> <p>2. If a single group in any body of water instructor must be positioned 'In' (shin height) to react quickly, do not allow the group to go out of their depth and the instructor must be</p>	medium		

			<p>confident they can reach a casualty quickly should you need to.</p> <p>3. In the raft lake - If it is a double group, one instructor must be stood at the end of jetty and one shin deep in</p> <p>4. In the main lake - If it is a double group both instructors to be in the water shin deep/ at outer boundaries of the area.</p> <p>4. Solo instructor - a maximum of 12 in water at any one time and instructor shin deep.</p> <p>5. Double group - no more than 24 in the water at any one time, in one space - if more groups want to swim then they need to use other areas</p>		
Shallow water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries 	<p>1. Participants made aware of the shallow water, and to be careful when entering and exiting the water.</p> <p>2. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3. No free swim in SUP lake</p>	medium	
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium	
The Jetty	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Drowning • entrapment 	<p>1) No holding onto the Jetty for support.</p> <p>2) Instructor not to let anyone on the</p>	medium	

	<ul style="list-style-type: none"> public Students Visitors Young Persons 		Jetty unless they have authorised it.		
missing persons	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Drowning hurt 	<ol style="list-style-type: none"> Instructor is aware of group numbers throughout the session. SLT to be aware of each groups numbers SLT and Instructors to be aware of whole group numbers. SLT to check in with the instructors during their session. 	medium	
Instructor welfare	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Heat Stress hyperthermia Hypothermia Overexertion Stress UV Burns 	<ol style="list-style-type: none"> Make sure instructors bring appropriate clothing for the weather. Sun cream to be advised, especially in the summer months. water bottles are allowed on session. instructors have a 30 min break when working 6 or more hours. Instructor have access to communicate with SLT, for any Queries. Gazebos will be used to provide extra shade on hot days. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. Depending on the difficulty of a group the staff ratio may increase. additional breaks are an option, under SLT discretion 	medium	
Manual Handling	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Musculoskeletal disorders Overexertion 	<ol style="list-style-type: none"> When possible, ask for help to lift or move something heavy Instructors to have attended the in house manual handling training. Instructors to adhere to their manual handling training. When asking participants for help make sure they are adhering to the manual handing regulations. If asking participants to help carry a heavy load make sure they are at least working in pairs. 	medium	

			6. Consider location and height of storing equipment to minimise awkward positions and movements.		
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing person 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Jetty Jump	School /Department:	Lakeside	Version:	015
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Can be done in addition to other water activities so RA operates in conjunction with RA of other activity (Canoe, Kayak, SUP, Raft) or as a short programmed activity Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise S upervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<ol style="list-style-type: none"> 1) Buoyancy aids must be worn (Except for Water Safety when performing a straddle entry). 2) Instructors to re-check that they are worn correctly. 3) No participant is to access the jetty without supervision. 4) Instructor to ensure no “horse play” takes place. 5) Single file line when waiting for their turn. 6) Ensure the space is clear for jumping in the water 7) Number of jumping participants at any one time is at discretion of instructor depending on group age/ability. 8) Instructors to remain vigilant for cold water shock (gasp response) 9) Rescue equipment must be readily available- reach pole and torpedo buoy. Instructor needs to be within reach pole distance of jumper until established they are comfortable and able to swim back . 10) Instructor to identify swim competency prior to session 11) Instructor to safely acclimatise jumping participants if necessary. 12) If water temperature is below 10.0 	low		

			<p>degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>13) Helmets to be removed.</p> <p>14) First jump needs to be individual (one person for first jump only) then a max of 3 moving forwards.</p>		
Slippery Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>2) Instructor to include guidance on slippery surface</p> <p>3) Running only to be allowed from last black line (Raft/Round pool) and if conditions are suitable</p> <p>4) Jetty to be kept clear of unnecessary equipment.</p> <p>5) Instructor to maintain active supervision</p>	medium	
Other Water Users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • Head Injuries 	<p>1) Any other concurrent sessions on the same water to be warned to stay clear of swimmers.(Main lake only)</p> <p>2) Instructors on all sessions to maintain active supervision of their own group</p>	low	
Underwater debris/rocks	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Cuts • Sprains 	<p>1) Instructor to state method of jumping allowed (can be dynamically assessed based on group and location but no flips or dives (feet first only)</p> <p>2) Any identified hazards to be removed</p>	low	
Multiple Groups			<p>1) When multiple groups are taking</p>	low	

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control 	<p>part in the jetty jump at the same time, instructor to participant ratio must remain 1:12.</p> <p>2) Each instructor must remain in the vicinity of the jetty and clear communication of each instructor's role (i.e., 1 instructor on the pontoon, 1 managing exit and de-kit, 1 on the water if 3 groups have joined).</p>		
Swimming	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Drowning • Facial Injuries • Head Injuries 	<p>1) Ensure clear separation of swimmers and jumpers.</p> <p>2) Instructor to be able to monitor entire group at all times.</p>	low	
Incorrect body positioning	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Head Injuries 	<p>Main lake: Use only at authorisation of SLT.</p> <p>Round lake: No jetty jumping.</p> <p>Rectangle lake: pencils, bombs, silly salmon, star jump, tuck) no turning around, no dives or flips, or holding on to anyone else (hands). Buoyancy aids will be worn at all times.</p> <ul style="list-style-type: none"> • Jumping forwards only -off the end of the pontoon edge • Must swim to the left of the pontoon, towards the gravel slipway. 	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
line of sight	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Drowning 	<p>1. Instructor to be positioned correctly. ensuring they have a line of sign for</p>	medium	

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 		<p>all participants.</p> <p>2. If there 2 instructors on session on instructor must be on the end of the jetty next to the jumper, and the other one shin deep in the water.</p> <p>3. If there's only a solo instructor a MAX of 3 in the water at any one time (out of water on gravel before another 3 walk down pontoon).</p> <p>4. If there is 2 instructors, a MAX of 3 jumping. No more than 21 in water at any one time.</p> <p>5.No more than 2 groups jetty jumping at any one time.</p>		
Shallow water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Sprains 	<p>1. Jetty jumping not to go ahead if the water is too shallow. SLT will decide this on the day.</p> <p>2. jump MUST be off the END of potoon ONLY.</p>	medium	
The Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • entrapment 	<p>1) No holding onto the Jetty for support.</p> <p>2) Instructor not to let anyone on the Jetty unless they have authorised it.</p>	medium	
missing persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia 	<p>1. Make sure instructors bring appropriate clothing for the weather.</p> <p>2. Sun cream to be advised,</p>	medium	

		<ul style="list-style-type: none"> • Hypothermia • Overexertion • Stress • UV Burns 	<p>especially in the summer months.</p> <ol style="list-style-type: none"> 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion 		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 	medium	
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be 	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia • Slips trip and fall • Sprains 	<p>removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing person 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed

1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Kayaking	School /Department:	Lakeside	Version:	023
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Kayaking with groups on the lakes Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<p>1) Participants must wear appropriate buoyancy aids and be checked prior to session commencing.</p> <p>2) In the case of capsize; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times after launching group.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>7) Buoyancy aids must be worn over all clothing which must be appropriate and lightweight.</p> <p>8) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>9) Instructor to safely acclimatise jumping participants if necessary.</p> <p>10) When medical/inclusion requirements are presented to us,</p>	low		

			lifejackets are available and recommended by SLT to ensure participants are easily identifiable.		
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water should wear a buoyancy aid.</p> <p>6) Bank based spectators not permitted on the water's edge.</p> <p>7) Jetty to be closed when not in use. No one to use it without instructor supervision</p>	medium	
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2) The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safety management of activity.</p> <p>5) Helmets to be worn by all taking part in activity. Instructor helmets have bright yellow stripes to easily identify.</p>	medium	

			<p>6) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7) In cases where jewellery (e.g., rings) cannot be removed, then it must be taped. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>8) Active supervision of group at all times.</p> <p>9) Damaged equipment to be removed and reported via a maintenance report form</p> <p>10) Instructor to try and intervene before a collision happens.</p> <p>11) Instructor to make sure helmets are fitted correctly.</p> <p>12) Instructor to clearly explain that participants are NOT to ram in to each others boats or anyone other boats that may be on the water with them.</p>		
Water borne pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Safety signage by the changing room warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low	
Lifting Boats	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain 	<p>1) Close and directive supervision of participants when lifting boats</p>	medium	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Musculoskeletal disorders 	<p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues</p> <p>4) If using closed cockpit kayaks, in event of a rescue the instructor is to send participant to the bank and manage the emptying of the boat.</p> <p>5) Instructors to work within their capabilities when moving kayaks and to follow all training.</p>		
Capsize in Shallow Water	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Facial Injuries Head Injuries Sprains 	<p>1) Group to be discouraged from capsizing and if it forms part of session then this is to take place in deep water.</p> <p>2) Instructor to manage correct entry and exit from water and maintain active supervision</p> <p>3) Games to take place in deeper water</p> <p>4) Greater awareness and depth of instruction to be given when using closed cockpit kayaks</p> <p>5) Radio if additional assistance is needed</p>	low	
Exposure to UV	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Burns 	<p>1) Sunglasses available and encouraged for instructors</p> <p>2) Sun cream is included on the kit list issued to groups.</p> <p>3) Instructors encouraged to wear sun cream and to remind groups to wear it</p>	medium	
Closed cockpit kayaks	<ul style="list-style-type: none"> Employees Members of public 	<ul style="list-style-type: none"> Drowning Entrapment 	<p>1) Close control of group on water.</p> <p>2) Operate in areas appropriate to group ability.</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 		<p>3) Prompt rescue of capsized participants.</p> <p>4) Correct choice and use of equipment provided, spray decks not to be used without training and authorisation.</p> <p>5) If sessions join together, instructors must retain clear responsibility for their own group</p> <p>6) Instructors using closed cockpit kayaks on sessions must be competent in self rescue</p>		
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>	medium	
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p> <p>2) Provision of shade, shelter and fluids.</p>	medium	

	<ul style="list-style-type: none"> • Visitors • Young Persons 		<p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p> <p>4) When required extra breaks and shortened sessions can be provided</p>		
Group Dispersing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control 	<p>1) Take into account wind direction and adjust starting location of session if required.</p> <p>2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p> <p>3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness)</p> <p>4) Active supervision and management of group needs to ensure group stays together</p> <p>5) Radio if additional assistance is needed</p> <p>6) Boundaries to be communicated prior to launch to help keep participants close together at start of session</p>	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Drowning • Loss of Group 	<p>1) If groups join together (SAME CRAFT ONLY) then instructors must remain responsible for their own</p>	medium	

	<ul style="list-style-type: none"> public Students Visitors Young Persons 	<p>Control</p> <ul style="list-style-type: none"> Unable to identify own group 	<p>group</p> <p>2) Regular head counts and/or roll call.</p> <p>3) Emphasis on not gathering around capsized boats. Instructor to reiterate to give capsized boats space</p> <p>4) Radio comms between instructors when required</p>		
Inclement Weather	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p> <p>3) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p>	low	
Games	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Head Injuries Slips trip and fall Sprains 	<p>1) Instructor to choose games appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Discourage collisions during games, no deliberate bumping of boats (can be added to collisions and paddle strikes too).</p> <p>4) Appropriate games to play -</p> <ol style="list-style-type: none"> Ball Bull Dog (Tag a team by hitting their boat with a ball – no boat contact) Animal domination Netball (variational) Collect the ducks Protect your ducks – Rock, Paper, Scissors N,E,S,W Directional turning 	medium	

			7. Races (variational) 8. Make a snake		
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all participants</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Participants ONLY allowed on Sit on Tops individually (no pairs or triples).</p> <p>4) Instructing staff to alter session to ensure participant is kept away from banks and to avoid close proximity of other kayaks/participants.</p>	medium	
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of 	<ul style="list-style-type: none"> • Broken bones 	<p>1) 1:1 ratio so staff member lone working on the lake. If participant is</p>	medium	

	public	<ul style="list-style-type: none"> • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>under the age of 18, then parent/carer must always be present.</p> <p>2) Radio contact with SLT back at main building.</p> <p>3) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes.</p> <p>4) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach.</p> <p>6) Coaches and participants are not required to wear helmets, unless they are rolling/underwater rescues are being performed.</p>			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where 	medium	N/A	medium

			<p>appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing person 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 11. Instructor aware of group numbers throughout their session. 	medium	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 3. If groups are joining, an instructor must be on the water as the 12th participant is launched. 	medium	
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their 	medium	

	<ul style="list-style-type: none"> • Visitors • Young Persons 		<p>manual handling training.</p> <ol style="list-style-type: none"> 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 7. Kayaks to be carried by at least 2 people If the participants are adults, and at least 4 if the participants are primary school age. 		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion 	medium	
The Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • entrapment 	<ol style="list-style-type: none"> 1) No holding onto the Jetty for support. 2) Instructor not to let anyone on the Jetty unless they have authorised it. 	medium	
missing persons	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Drowning 	<ol style="list-style-type: none"> 1. Instructor is aware of group numbers throughout the session. 	medium	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> hurt 	<ol style="list-style-type: none"> SLT to be aware of each groups numbers SLT and Instructors to be aware of whole group numbers. SLT to check in with the instructors during their session. 		
Threat coming on site	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Acts of aggression Death Injuries 	<ul style="list-style-type: none"> Dedicated Invacuation points All staff to be aware of the Invacuation points All staff to be aware and have read through Lakesides Invacuation plan Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
SS to sign off	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

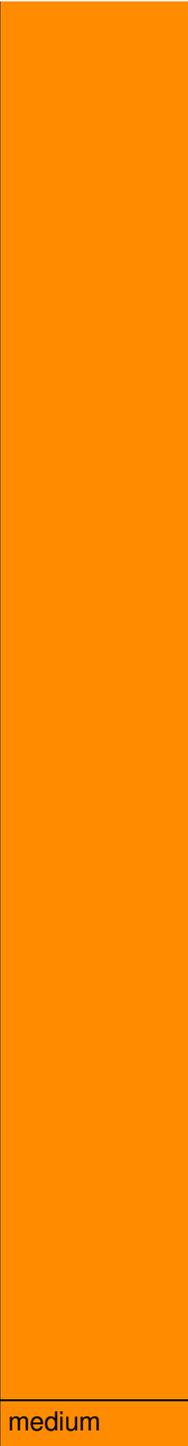
To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Open Water Swimming/Lifeguard	School /Department:	Lakeside	Version:	016
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Commercial and group open water swimming in main lake Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Boats/equipment for other sessions	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Slips trip and fall 	<p>1) Other water activities will be held on separate water body.</p> <p>2) Duty supervisor to monitor all activities and identify areas for different groups.</p>	medium		
Surface on entry/exit of lake	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Slips trip and fall 	<p>1) Participants encouraged to wear shoes/flip flops to entry point and to take care when entering the lake.</p> <p>2) Rubber matting to be monitored and cleaned when required</p> <p>3) Staff to wear appropriate shoes to protect from cuts/abrasions and that are also suitable for rescues</p> <p>4) Duty supervisor positioned at lake entry is able to monitor the entrance/exit to lake</p> <p>5) Any reports of large stones investigated and removed where possible out of entry line</p>	medium		
Open Water	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Swimmers not to enter the water before lifeguards are ready and indicate that swimmers may now enter the water.</p> <p>2) The lifeguards are positioned on SUPs in the water, they are anchored to a swim buoy but able to detach and move where appropriate.</p> <p>3) Participants strongly advised to wear wetsuits, especially when water temp is below 18°C. Swimmers not</p>	medium		

- wearing a wetsuit are required to use a tow float
- 4) All swimmers are required to wear a UW issued swim hat
- 5) All swimmers required to pre-book and fill out online waiver to provide emergency contact numbers and idea of experience
- 6) All new swimmers made aware of: swimmer safety, hygiene, checklist, junior swimmers, swimmer signals.
- 7) Under 14's MUST be accompanied in the water by an adult over the age of 18. 14-18 year olds must be competent swimmers and may swim independently with parental/carer consent
- 8) Swimmers are made aware of the inherent risks of open water swimming
- 9) Swimmers encouraged to exit the water if showing signs of swim fatigue, at any point on the lake and not to push themselves too far. OWL to monitor this and to intervene.
- 10) Lifeguard : Swimmer ratio of 1:20
- 11) Clear means of communication between lifeguards and supervisor, use of whistles and two-way radios
- 12) Supervisor on entry will have access to phone, first aid kit, defibrillator and to co-ordinate emergency response if required
- 13) Regular staff training throughout the swim season



Physical Activity

1) Swimmers STRONGLY ADVISED

medium

	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • cramp • dehydration • drowning • existing health conditions • Overexertion 	<p>to wear wetsuits when water temperature is below 18°, but non wetsuit swimmers MUST wear a tow float.</p> <p>2) Information board at swim entry with information for swimmers about how to communicate with lifeguards if they need assistance</p> <p>3) Staff training on spotting swim failure and how to prevent situation from worsening</p> <p>4) Swimmers are able to exit the water at any point if they need assistance or feel that they can't complete a lap.</p> <p>5) Swimmers have 2 optional swims, a 600m lap and a 200m lap. New swimmers will be identified in yellow hats as well as younger swimmers in pink and swimmers with a disability in green. OWL to be aware and approach when necessary.</p>		
Collisions	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • Head Injuries • unconsciousness 	<p>1) All swimmers reminded of anti-clockwise swim route, around the outside of buoys.</p> <p>2) If swimmers need to stop, they are told and encouraged to move out of the swim line</p> <p>3) Lifeguards to intervene if swimmer veers off route</p> <p>4) Swim information board contains notices on spotting frequently and social media posts have made it clear that anti-social swimming (over the top of individuals) is not acceptable</p> <p>5) Swimmers must wear brightly coloured swim caps</p> <p>6) On water lifeguards to remain</p>	medium	

			vigilant and stay clear of swimmers. 7) Any on water lifeguards must be competent on their SUP and has completed in house training/sign off for competency.		
Swim Buoys	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Damage to property • Entanglement • Head Injuries 	1) Buoys attached with minimal rope, no large loops and any excess removed to reduce chance of swimmer becoming entangled	low	
Other Lake Users	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	1) Swimming to be the only session taking part on the main lake in swim session times.	low	
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Swimmers STRONGLY ADVISED to wear wetsuits when water temperature is below 18°, but non wetsuit swimmers MUST wear a tow float.</p> <p>2) Information board at swim entry with information for swimmers about how to communicate with lifeguards if they need assistance</p> <p>3) Staff training on spotting swim failure and how to prevent situation from worsening</p> <p>4) Showers available for re-warming, all staff are first aid trained in how to treat hypothermia</p> <p>5) Warm drinks can be made available</p> <p>6) Swimming not to commence until water is over 11°C</p>	medium	

Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • hyperthermia 	<ol style="list-style-type: none"> 1) Swimmers advised to test the water, and encouraged to get out and remove wetsuit if they feel it is too warm 2) Staff training on spotting swim failure and how to prevent situation from worsening 3) Swim sessions are only 2 hours in length 4) All staff trained in how to treat hyperthermia 5) Swimmers are able to exit water to remove wetsuit at any point along the swim route 6) Water temperature displayed at swim entry 	medium		
Polluted water/Weeds	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Entanglement • Flu-like symptoms • sickness 	<ol style="list-style-type: none"> 1) A check will be made before swimming that there is no visible algal scum in the designated swimming area. If carpet like algae visible session to be cancelled 2) Monthly water quality tests. Safe operating parameters are outlined by Beyond Swim and adhered to. 3) Swimmers advised to take measures to avoid infection and cross contamination <ul style="list-style-type: none"> - Cover all cuts with plasters - Wash hands before eating - Try not to ingest water while swimming - Shower after swimming at earliest opportunity - All swimming kit to be washed and cleaned between sessions 4) Swim route can be moved to 	medium		

			<p>different water body if water quality is poor.</p> <p>5) Swim lines to be cleared of weed as required.</p>		
Severe Weather	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Lake must be evacuated in the event of thunder and/or lightning</p> <p>2) Supervisors to check weather forecast throughout the week and day and cancel session if lightning is forecast.</p> <p>3) If excessive fog/rain/hail means from the bank we cannot see the swim buoys then the session is to be cancelled.</p>	medium	
Existing Medical Conditions	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • asthma • epilepsy 	<p>1) All swimmers must pre-book and complete emergency contact information and declare any medical conditions they may have.</p> <p>2) Lifeguards are all first aid trained and undergo staff training in how to deal with various medical emergencies</p> <p>3) Swims can only be redeemed by the person named on the booking.</p>	medium	
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries 	<p>1) Swan activity to be monitored</p> <p>2) Swimmers warned and advised (safety signage) to stand up, talk and splash the swans gently if they take a particular interest in an individual.</p> <p>3) Consideration given to moving swim route if a pattern of behaviour is identified.</p> <p>4) Lifeguards can use swan feed to encourage swans away from swimmers</p>	medium	

Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • safeguarding 	<p>1) If other groups are on site, then they will utilise the 8 toilet block/changing areas.</p> <p>2) Swimmers will be made aware if other groups are on site.</p>	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues via the swimmer waiver completed prior to arrival.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site. The DM will do this when safe to do so, whilst informing bank based OWL.</p> <p>6. Understand and be aware of reporting procedure.</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group</p>	medium		

Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>available.</p> <ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoody strings tucked away. 5. Hoods tucked away. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium		
Lifeguard Welfare	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • fatigue • sunburn • too cold • too hot 	<ol style="list-style-type: none"> 1) OWLs to have sufficient clothing for cooler weather. 2) OWLs to wear hats, polarised sunglasses, suncream and other protocols for sun protection in hotter weather. 3) OWLs to have a dry bag, with a bottle of water and snack for their shift. This is highly recommended by SLT prior to the session starting. 4) OWLs to alert the attention of DM if any issues arise. 5) 20 minute rotation to reduce OWL fatigue. 	medium		
Manual handling	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • muscular injury • Overexertion 	<ul style="list-style-type: none"> - When possible, ask for help to lift or move something heavy - Instructor to be trained in manual handling - Consider location and height of storing equipment to minimise awkward positions and movements 	medium	N/A	medium
The Jetty	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Drowning • entrapment 	<ol style="list-style-type: none"> 1) No holding onto the Jetty for support. 	medium		

	<ul style="list-style-type: none"> public Students Visitors Young Persons 				
Threat coming on site	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Acts of aggression Death Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Raft Building	School /Department:	Lakeside	Version:	027
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Raft building/paddling with activity groups on lake Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor (L4 Canoe, IK, Sea National Trainer, SUP DSM Provider)				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Slips trip and fall 	<ol style="list-style-type: none"> 1. Running discouraged 2. Regular maintenance of area by UW Grounds Team ensuring grass is cut 3. Behaviour management by instructor and visiting group staff 	medium		
Injury from ropes/ Entanglement	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Entanglement 	<ol style="list-style-type: none"> 1. Tying all loose ends of rope out the way when raft is completed. 2. Do not allow groups to 'solely' build their own raft unless age/experience of group is appropriate; you as the instructor need to have an input and check the build is safe and secure before launching regardless. 3) On water instructor to carry a water sport knife with them 	medium		
Moving heavy raft	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<ol style="list-style-type: none"> 1. Whole group to move raft. 2. Advice on safe lifting techniques. 3. Raft built close to entry point to minimise lifting distance. 4. Group advised to move raft in small steps, place down, readjust and then re-lift. 5. Care taken on final step into the water 6. Instructor in the water or close by to assist 	medium		
Launch of Raft/Getting			1. Instructor to be knee height in the	medium		

on board	<ul style="list-style-type: none"> • Employees • Members of public • Students • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Slips trip and fall 	<p>water, bracing in front of the raft to reduce movement.</p> <p>2. Participants then board the raft 1 by 1.</p> <p>3. All waiting participants should be waiting on the gravel launch area.</p> <p>4. Participants not to launch raft from the pontoon.</p> <p>5. Upon launching, 2nd instructor to launch SUP and be on the water for entire time group is on the water.</p> <p>6. 2nd Instructor NOT to swim next to raft as an alternative.</p>			
Multiple groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1. Ratio not to be above 1:12 in water plus 1 bank based instructor.</p> <p>2. Additional groups of 12 require 1 additional instructor (3:24). 3 groups of 8, only 4 from each group on the water at a time- 3 rafts.</p> <p>3. Instructor roles to be made clear prior to session start.</p> <p>4. Anything above one group to be relayed.</p>	medium		
Water	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1. Participants must wear correctly sized buoyancy aids throughout the activity. In the case of capsized or raft failure; staff to ensure all participants involved are accounted for and safe.</p> <p>2. There MUST be an Instructor on the water prior to the launch on a SUP. Up to date qualifications (PSI) with annual staff training taking place. Non-swimmers identified prior to session and extra vigilance.</p>	medium		

3. Briefing given prior to launching about what to do if you fall in, relax and lie on their back and kick legs. Instructors to be aware of cold water shock (gasp response).

4. Buoyancy aids checked by staff prior to the session beginning and again before getting on the water.

5. Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.

6. All instructors have undergone SUP rescue training- identified that you can be knelt down, must be able to manoeuvre SUP in different conditions.

7. If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day

8. Instructor to safely acclimatise jumping participants if necessary.

9. All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.

10. When medical/inclusion requirements are presented to us, lifejackets are available and recommended by SLT to ensure participants are easily identifiable.

11. Pontoon becomes very wet with use, no running on pontoon and buoyancy aids must be worn by anyone who wishes to use the

			pontoon.		
Rope Entrapment	<ul style="list-style-type: none"> • Members of public • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Burns • Drowning • Entanglement • Entrapment 	<p>1. Ropes checked by instructor prior to entering the water- particular attention paid to end ropes which keeps barrels and poles connected.</p> <p>2. These ropes should be as close to the barrels as possible to stop barrels moving or rope falling off in the water</p> <p>3. Group briefed about not putting limbs in between gaps, through ropes etc. Barrels should be end to end, with no gaps</p> <p>4. Instructor on the water whilst group on the water to act as safety craft</p> <p>5. Staff vigilance - Instructor helping participants to use this as additional opportunity to mention key areas to keep away from</p>	medium	
Injury from falling poles or rafts	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • drowning • Eye injuries • Head Injuries 	<p>1. Spectators kept at a safe distance from the activity when the construction is taking place. (If visiting adults want to help with construction, be sure to make them aware of dangers)</p> <p>2. With younger pupil's, staff to assist with this phase of the activity to reduce the danger. Care to be exercised when turning the raft over or moving it.</p> <p>3. All participants to be used in the moving of it. Supervising staff to assist where necessary.</p> <p>4. Helmets MUST be worn at all times during the session</p>	medium	

			<p>5. Special attention paid to capsizing rafts, encourage people to move away or jump off raft if known it will capsize – do not knowingly take risks when is it obvious that raft will collapse.</p> <p>6. In the event of a competitive or corporate event ensure that group are aware of the risks involved when building and paddling a raft.</p> <p>7. Instructors to check rope and raft prior to entry to the water to minimise chance of raft collapse</p> <p>8. Group control is essential; ensure that correct PPE is worn at all times.</p> <p>9. Instructor to dynamically assess appropriate number of participants for raft and to change their plan if raft becomes overcrowded.</p>		
Temperature extremes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • hypothermia and hyperthermia 	<p>1. Staff to ensure that clothing is appropriate to the prevailing weather conditions. Special attention to be paid to appropriate headwear.</p> <p>2. Participants are issued kit list detailing appropriate kit to be worn for the session.</p> <p>3. Cags to be issued in stronger wind</p>	medium	
collisions and paddle strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Bruising • Cuts • facial injuries • Head Injuries 	<p>1. Ensure that participants are aware of the dangers of wielding paddles in confined spaces.</p> <p>2. Staff vigilance throughout the session.</p> <p>3. Helmets are worn at all times including the construction phase of the raft build session.</p> <p>4. The water brief must emphasize</p>	medium	

			<p>paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>5. Reinforce safe use of paddles when in proximity (e.g. during games)</p> <p>6. Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7. Damaged equipment to be removed and reported via a maintenance report form</p> <p>8. Instructor to try and intervene before a collision happens.</p> <p>9. Instructor to make sure helmets are fitted correctly.</p> <p>10. Instructor to clearly explain that participants are NOT to ram in to each others boats or anyone other boats that may be on the water with them.</p>		
Pollution/Water borne pathogens	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • diarrhea, vomiting, skin, ear, respiratory, or eye problems. 	<p>1. All participants instructed to wash their hands before eating or touching face.</p> <p>2. All participants instructed to have a shower as soon as possible if they have been in the water.</p> <p>3. All staff to be fully aware of the status of the lake with regards to blue-green algae. Clear signs around the campus and changing areas, warning people of the potential of blue-green algae in the lake.</p> <p>4. Monthly water testing, sampling and monitoring by external contractor.</p> <p>5. Water tested regularly for water borne diseases and pathogens.</p>	medium	

			6. Facilities for staff and participants to hygienically wash after sessions		
Adverse weather conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • damage to equipment • drowning • Hypothermia 	<p>1. If wind force is high, then rafts are launched into the wind. Safety boat (SUP) to be on the water if rafts are on the water.</p> <p>2. Wind less of an issue on rectangular pool- rafts should be launched from graded entry next to pontoon regardless of conditions.</p> <p>3. Invariably, wind blows groups back to launch area rather than away- however, there are multiple locations for groups to exit the water</p>	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1. All activity undertaken in line with government advice and guidelines.</p>	medium	
Matting	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Instructors to identify and warn about the blue matting</p> <p>2) Matting to be brushed clean if required</p> <p>3) Instructor to control movement on the matting</p> <p>4) Suitable footwear to be worn</p>	medium	
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation</p>	medium	

			<p>time will be allowed before entering water</p> <p>4) Wetsuits and cags available if required</p> <p>5) Prior to sessions medical information requested for all participants</p>			
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Extra caution considered when on the water; capsize, collapse of raft, sliding off, paddle strikes.</p> <p>4) Continue to ensure participant lifts in pairs and nothing above waist height.</p> <p>5) No more than 3 participants on our raft, linear seated down the raft.</p>	medium		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Acts of aggression 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the</p>	medium	N/A	medium

	<ul style="list-style-type: none"> public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> Broken bones Burns Cuts Eye injuries Head Injuries Slips trip and fall Sprains 	<p>instruction's issues by the instructor.</p> <ol style="list-style-type: none"> 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 		
Safeguarding	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> bullying emotional trauma hurt missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Injury from poles	<ul style="list-style-type: none"> Employees Members of public Students Visitors 	<ul style="list-style-type: none"> Broken bones Cuts Entrapment Head Injuries Slips trip and fall 	<ol style="list-style-type: none"> 1. All equipment checked prior to use to check for damage and splintering of poles. Briefing on carrying poles must be carried in twos and not to be lifted above head height. 	medium	

	<ul style="list-style-type: none"> • Young Persons 	<ul style="list-style-type: none"> • Splinters • Sprains 	<p>2. Recommendation that all raft building equipment is set out prior to session.</p> <p>3. Briefing on the dangers of swinging poles around or throwing poles during the construction and dismantling phases- helmets to be worn at all times (unless superseded by extreme weather conditions). Helmets to be worn and modelled by instructors'.</p> <p>4. Briefing on the dangers of standing on unsecured poles during the construction and dismantling phases.</p> <p>5. Briefing on the dangers of entrapment of fingers during both the construction and dismantling phases.</p> <p>6. Special attention paid to position of fingers/hands and feet whilst paddling the raft.</p> <p>7. Participants to be made aware, it is necessary to keep limbs away from the gaps between the barrels and logs- Instructor to check poles are tight and secure, minimising loose poles to reduce opportunity for trapped limbs.</p> <p>8. Ropes under tension and stress, keep fingers away from these.</p> <p>9. Do NOT allow participants to stand on the rafts or poles during building phase</p>			
<p>Unauthorised Access/Misuse of Equipment</p>	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Cuts • Death • Drowning • Slips trip and fall 	<p>1. The raft build Container must be locked when a staff member is not present.</p> <p>2. The padlock numbers must be scrambled to mitigate them being shared. (container located at smaller pools).</p>	low		

Overcrowding Raft	<ul style="list-style-type: none"> • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Entanglement • Slips trip and fall 	<ol style="list-style-type: none"> 1. Only 6 participants at Primary aged to be allowed on a raft together. 2. Only 4 participants of Secondary School aged/adults allowed on a raft together. 3. Visiting staff must only go on their own raft or with students their size, they are not permitted to launch with participants much smaller. 4. Weight to be evenly distributed. 	low		
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio. 2. Depending on the difficulty of a group the staff ratio may increase. 3. If groups are joining, an instructor must be on the water as the 12th participant is launched. 	medium		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. When asking participants for help make sure they are adhering to the manual handling regulations. 5. If asking participants to help carry a heavy load make sure they are at least working in pairs. 6. Consider location and height of storing equipment to minimise awkward positions and movements. 7. Do not pull individuals out by their BAs, if there is a nervous participant then make use of torpedo buoy and guide participant out. 	medium		
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 	medium		

			<p>5. Instructor have access to communicate with SLT, for any Queries.</p> <p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 2:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion</p>		
The Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • entrapment 	<p>1) No holding onto the Jetty for support.</p> <p>2) Instructor not to let anyone on the Jetty unless they have authorised it.</p>	high	
missing persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
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Name of Assessment:	LS - Stand Up Paddleboarding	School /Department:	Lakeside	Version:	021
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Stand Up Paddleboarding (SUP) on lakes Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor (L4 Canoe, IK, Sea National Trainer, SUP DSM Provider)				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water Borne Pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • Sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Clear signs around the campus and water, warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low		
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Participants must wear appropriate buoyancy aids and checked prior to the session commencing.</p> <p>2) In the case of capsizes; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times when students are after launch.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>7) Any additional clothing (over wetsuits) must be lightweight in nature</p>	low		

			<p>i.e. rain coat, fleece and not heavy winter parkas and must be worn underneath buoyancy aids so that the instructor can perform quick visual checks throughout the session</p> <p>8) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>9) Instructor to safely acclimatise jumping participants if necessary.</p> <p>10) When medical/inclusion requirements are presented to us, lifejackets are available and recommended by SLT to ensure participants are easily identifiable.</p>		
Lifting Boards	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1) Close supervision of participants and paddler centred approach</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues and handling equipment.</p> <p>4) Full safety brief before commencement of activity including safe movement of boards if required.</p> <p>5) Correct choice and use of equipment provided</p> <p>6) Use multiple participants to carry one board if required</p> <p>7) Ensure adequate space around you before moving boards</p>	medium	

Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • Sprains 	<p>1) Instructor to be aware of location of jetty in relation to group.</p> <p>2) Participants to drop to knees in proximity of the jetty</p> <p>3) Instructor to manage launching from jetty, holding the board to allow participant to kneel on (for all ages). Ladders to be used (when available) to help exit from the water.</p> <p>4) Instructor to maintain active supervision around jetty</p> <p>5) No holding onto the Jetty for support.</p> <p>6) Instructor not to let anyone on the Jetty unless they have authorised it.</p>	medium		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p>	low		
Group Dispersing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Loss of Group Control 	<p>1) Take into account wind direction and adjust starting location of session if required.</p> <p>2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake.</p> <p>3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness)</p> <p>4) Active supervision and management of group needs to ensure group stays together</p> <p>5) Radio if additional assistance is</p>	medium		

			needed 6) Boundaries to be communicated prior to launch to help keep participants close together at start of session		
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Facial Injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2)The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safety management of activity.</p> <p>5) Instructor discretion as to use of helmets with groups.</p> <p>6) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7) Active supervision of group at all times</p> <p>8) Damaged equipment to be removed and reported via a maintenance report form</p> <p>9) Instructor to discourage 'horseplay' i.e. jumping over boards</p> <p>10) Instructor to try and intervene before a collision happens.</p> <p>11) Instructor to clearly explain that participants are NOT to ram in to each others boats or anyone other boats that may be on the water with them.</p>	medium	

Falling off boards	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Facial Injuries • Head Injuries • Sprains 	<p>1) Participants briefed on personal safety.</p> <p>2) Active group supervision at all times and clear instructions of hazards of close proximity.</p> <p>3) Ensure good spacing of boards during challenges and activities</p> <p>4) Clear instructions on how to enter shallow water, and when near other crafts (drop to knees on board).</p> <p>5) Participants given information regarding dropping to knees.</p>	medium		
Fins	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Damage to property • Facial Injuries • Head Injuries • Lacerations 	<p>1) Participants must be made aware of fins prior to carrying kit.</p> <p>2) Boards are only to be used right way up.</p> <p>3) Avoid activities that lift the rear of the board from the water to stop fins from raising out</p> <p>4) Boards to be flipped back safely as soon as possible if upside down.</p> <p>5) If burring/sharp edges are identified on the fin in pre use checks it should be reported via a maintenance report form and not used</p> <p>6) Instructor to consider the depth of the water when launching. The fin must not be able to touch the water bed even when someone is on the paddleboard.</p>	medium		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		

	<ul style="list-style-type: none"> • Young Persons 				
Under Inflated SUPs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • injuries 	<ol style="list-style-type: none"> 1) Ensure boards are correctly inflated prior to use 3) If board becomes deflated during session radio for assistance 	low	
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<ol style="list-style-type: none"> 1) All participants to wear appropriate clothing and equipment. 2) First aiders present on campus at all times 3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival. 4) Prompt rescue. 5) Use rafted boats where appropriate to reduce risk of capsizing 6) Advise that a wetsuit can be provided if the participant does not have adequate clothing. 7) In extreme cold weather water based activities will not be undertaken 	low	
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<ol style="list-style-type: none"> 1) Full brief prior to activity 2) Provision of shade, shelter and fluids. 3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it 4) When required extra breaks and 	medium	

Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>shortened sessions can be provided</p> <ol style="list-style-type: none"> 1) Comprehensive safety and operating brief, prior to and during activity. 2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels). 3) Attention to management of equipment and space during activities. 4) Close supervision of participants during passive and active phases of activity. 5) Anyone expecting to go on or in the water should wear a buoyancy aid. 6) Bank based spectators to be advised to avoid edge of water 7) Jetty to be closed when not in use. No one to use it without instructor supervision 	low		
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<ol style="list-style-type: none"> 1) Brief group on potential risk to eyesight from UV rays. 2) Sunglasses available and encouraged for instructors 3) Sun cream is included on the kit list issued to groups. 4) Instructors encouraged to wear sun cream and to remind groups to wear it 	medium		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) Instructor to choose games appropriate to the level of the group 2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand 3) Participants not to attempt 	medium		

			<p>head/hand stands</p> <p>4) Staff to actively supervise movement on the SUPs during games.</p> <p>5) Discourage collisions during games, no deliberate bumping of boards. (can be added to collisions and paddle strikes too)</p> <p>6) Games/Activities where paddles are not required, place the paddles in a suitable location, clear of the participant.</p> <p>7) Appropriate Games -</p> <ol style="list-style-type: none"> 1. Make a snake 2. Make a circle and try run around and get back to your own SUP 3. N,E,S,W Directional Turning 4. Giant Skis 5. SUP Yoga 6. Simon Says 7. Races (variational) 8. Protect your ducks (Rock, Paper, Scissors) 		
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical</p>	medium	

Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing person 	<p>information requested for all participants</p> <ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium	N/A	low
Inappropriate Footwear			1. Participant hair tied up and clear of	medium		

/ Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>face</p> <ol style="list-style-type: none"> 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 		
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) 1:1 ratio so staff member lone working on the lake. If participant is under the age of 18, then parent/carer must always be present. 2) Radio contact with SLT back at main building. 3) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach. 4) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes. 	medium	
Leashes	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Entanglement 	<ol style="list-style-type: none"> 1. Leashes are available for instructors ONLY. 2. NOT to be given to participants. 	medium	
Unauthorised Access/Misuse of Equipment	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Cuts • Damage to property • Death • Drowning 	<ol style="list-style-type: none"> 1. The SUP Container/Metal Shed must be locked when a staff member is not present. 2. The padlock numbers must be scrambled to mitigate them being shared. (container located at smaller pools). 	low	
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<ol style="list-style-type: none"> 1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 2. Depending on the difficulty of a 	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 		<p>group the staff ratio may increase.</p> <p>3. If groups are joining, an instructor must be on the water as the 12th participant is launched.</p>		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<p>1. When possible, ask for help to lift or move something heavy</p> <p>2. Instructors to have attended the in house manual handling training.</p> <p>3. Instructors to adhere to their manual handling training.</p> <p>4. When asking participants for help make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p>	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<p>1. Make sure instructors bring appropriate clothing for the weather.</p> <p>2. Sun cream to be advised, especially in the summer months.</p> <p>3. water bottles are allowed on session.</p> <p>4. instructors have a 30 min break when working 6 or more hours.</p> <p>5. Instructor have access to communicate with SLT, for any Queries.</p> <p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>8. Depending on the difficulty of a group the staff ratio may increase.</p> <p>9. additional breaks are an option, under SLT discretion</p>	medium	
missing persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors</p>	medium	

			during their session		
launching	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. If groups are joining, an instructor must be on the water as the 12th participant is launched.</p> <p>2. Instructor to consider the depth of the water when launching. The fin must not be able to touch the water bed even when someone is on the paddleboard.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Water Safety	School /Department:	Lakeside	Version:	017
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lake (main, rectangle, circle)		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Water Safety- 1 Level 2 swim teacher alongside 1x OWL with PSI Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanders on - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Boats/equipment from other sessions	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Slips trip and fall 	1) Activities also using the lake to be aware of swimmers and communicate entry areas.	medium		
Surface on entry/exit of lake	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Slips trip and fall 	1) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).	medium		
Open Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) Swimmers not to enter the water before instructors are ready and indicate that swimmers may now enter the water.</p> <p>2) Swimmers remain near to bank within proximity of lifeguard</p> <p>3) Wetsuits are available. If water temperature is below 10.0 degrees- in water activity is suspended. 18.0 and below then wetsuits are mandatory. When above 18 degrees, spare clothing is preferred but wetsuits may still be worn.</p> <p>4) Instructors to remain vigilant and watch participants for signs of fatigue and alter the session/remove participant from water if required</p> <p>5) Swim teacher (instructor for land-based section): swimmer ratio of 1:12</p>	medium		

			<p>6) All participants to use a swim noodle or buoyancy aid if nervous/non-swimmer.</p> <p>7) Selection of appropriate water session content to suit the capabilities of the group/weather dependent</p> <p>8) Instructors to identify weak/non-swimmers before entering the water</p> <p>9) instructor to have a level 1 swim teacher qualification.</p> <p>10) If the instructor is on land make sure they have a reach pole and torpedo buoy accessible.</p>		
Physical Activity	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • cramp • dehydration • drowning • existing health conditions • Overexertion 	<p>1) Staff are appropriately trained and able to spot signs of fatigue</p> <p>2) Activity to take place within close proximity of bank/slipway to allow participants to exit water if required</p>	medium	
Other Lake Users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) Zoning programmed for multiple activities by SLT and communicated in morning brief</p> <p>2) Communication between other instructors leading other water activities.</p>	low	
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cold Water Shock • Hypothermia 	<p>1) Wetsuits are available. To be worn if the water temperature is 18 degrees and below.</p> <p>2) Participants enter water gradually to allow for acclimatisation</p> <p>3) Showers available for re-warming.</p> <p>4) Sessions not to commence until water is over 11°C</p>	low	

			<p>5) Lifeguard to remain in close proximity to participants</p> <p>6) Instructors aware of medical conditions prior to entry to the water</p>		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Heat Stress • hyperthermia 	<p>1) Shade can be used for land based sections if required</p> <p>2) Sessions can be shortened/altered if required</p> <p>3) Wetsuits not be worn if water temperature is above 18 degrees.</p> <p>4) Participants to be encouraged to use sun cream and drink water</p>	medium	
Polluted water	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) A check will be made before swimming that there is no visible algal scum in the designated swimming area. If carpet like algae visible session to be cancelled</p> <p>2) Monthly water quality tests. Safe operating parameters are outlined by Beyond Swim and adhered to.</p> <p>3) Participants advised to take measures to avoid infection and cross contamination</p> <ul style="list-style-type: none"> - Cover all cuts with plasters - Wash hands before eating - Try not to ingest water while swimming - Shower after session at earliest opportunity <p>4) Multiple water bodies available for use</p>	medium	
Severe Weather			<p>1) Lake must be evacuated in the</p>	medium	

	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>event of thunder and/or lightning</p> <p>2) Supervisors to check weather forecast throughout the week and day and cancel session if lightning is forecast.</p> <p>3) If excessive fog/rain/hail means from the bank we cannot see the swim buoys then the session is to be cancelled.</p>		
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries 	<p>1) Swan activity to be monitored</p> <p>2) Participants warned and advised (safety signage) to stand up, talk and splash the swans gently if they take a particular interest in an individual.</p> <p>3) Instructor staff are also present in the water and would be on the swans side if they came near.</p>	medium	
Weeds	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • Entanglement • panic attack 	<p>1) Pre session checks of area being used</p> <p>2) Re-position of a particular area if weeds are dense</p> <p>3) Rake to be used to maintain quality of lake as required</p>	low	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing person 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p>	medium	

			<p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing for the water temperature.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium	
shallow water	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Slips trip and fall 	<p>1. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Sprains 	<p>2. instructor to make participants aware of the shallow water, and to be careful when entering and exiting the water.</p> <p>3. straddle jump entry to the water ONLY. Head not to enter the water first.</p>		
Staff -to -participant ratio	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Overexertion • Stress 	<p>1. Unless alterations are deemed Okay by SLT, instructors will work on a 1:12 staff-participant ratio.</p> <p>2. Depending on the difficulty of a group the staff ratio may increase.</p>	medium	
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<p>1. When possible, ask for help to lift or move something heavy</p> <p>2. Instructors to have attended the in house manual handling training.</p> <p>3. Instructors to adhere to their manual handling training.</p> <p>4. When asking participants for help make sure they are adhering to the manual handling regulations.</p> <p>5. If asking participants to help carry a heavy load make sure they are at least working in pairs.</p> <p>6. Consider location and height of storing equipment to minimise awkward positions and movements.</p>	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<p>1. Make sure instructors bring appropriate clothing for the weather.</p> <p>2. Sun cream to be advised, especially in the summer months.</p> <p>3. water bottles are allowed on session.</p> <p>4. instructors have a 30 min break when working 6 or more hours.</p> <p>5. Instructor have access to communicate with SLT, for any Queries.</p> <p>6. Gazebos will be used to provide extra shade on hot days.</p> <p>7. Unless alterations are deemed</p>	medium	

			Okay by SLT, instructors will work on a 1:12 staff-participant ratio. 8. Depending on the difficulty of a group the staff ratio may increase. 9. additional breaks are an option, under SLT discretion		
The Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • entrapment 	<p>1) No holding onto the Jetty for support.</p> <p>2) Instructor not to let anyone on the Jetty unless they have authorised it.</p>	medium	
Missing Persons	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - General	School /Department:	Lakeside	Version:	017
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	General Site Operations Rob Delahay – Outdoor Activity, Sport and Exercise Manager & University Safety Advisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Environmental	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Back Pain • Broken bones • Burns • Cuts • Death • drowning • Entanglement • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1) All session areas to be checked, and any issues reported, by instructor prior to use and instructors to respond dynamically throughout session</p> <p>2) Comprehensive safety brief, prior to and during any activity.</p> <p>3) Close supervision of participants during passive and active phases of activity.</p> <p>4) Instructor to select appropriate location for activity and position themselves to allow maximum supervision</p> <p>5) To ensure and remind all participating groups that no-one should be entering any storage spaces</p> <p>6) If participants (U18) require toilets or to return to base, instructor to radio SLT to ensure eyes on participants at all times. (If visiting staff are available they can be used to assist)</p> <p>7) No participants to be left unattended at any time</p>	medium		
Open Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<p>1) Signage around site to advise of No Swimming in the lake/ponds</p> <p>2) All users of the water must use a buoyancy aid, except open water swimmers who must swim in a wetsuit or use a tow float</p>	medium		

			<p>3) Anyone stood on any jetty must also wear a buoyancy aid</p> <p>4) All visiting groups must either be accompanied by a UW instructor or have signed a waiver form.</p> <p>5) Any groups not using a UW instructor must provide proof of competence before use of lake or equipment</p> <p>6) Staff leading on water sessions have appropriate British Canoeing qualification.</p> <p>7) All water sports equipment is checked quarterly for signs of excessive wear and to ensure it is still safe to use</p> <p>8) Staff to remain vigilant about who is on site and what their purpose is</p> <p>9) Staff to radio supervisors if they see trespasser or members of public who are not adhering to control measures</p>		
Exposure to Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks • Heat Stress • Hypothermia 	<p>1) Adverse weather monitored by SLT and amendments made as appropriate</p> <p>2) Group activities suitable for weather conditions</p> <p>3) Sessions will be adapted to suit needs of the group and weather conditions</p> <p>4) Facilities available to refill water bottles and shelter available</p> <p>5) First aiders available on sight</p>	medium	
Water borne infection	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) Dogs (apart from assistance dogs) are not permitted on site</p>	medium	

	<ul style="list-style-type: none"> Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> sickness 	<p>2) Dosing regime in place</p> <p>3) Monthly (year-round) water quality testing regime in place</p> <p>4) Bodies of water are maintained to reduce bird population</p> <p>5) Participants are encouraged to shower and wash hands thoroughly at earliest opportunity after coming in to contact with the water and especially before eating.</p> <p>6) Participants are advised to seek advice from GP and specify that they have been open water swimming if they experience illness.</p> <p>7) If water is out of specification, water activities will be suspended</p>		
Safeguarding	<ul style="list-style-type: none"> associate lectures Contractors Employees Members of public Students Visitors Volunteers vulnerable adults Work Experience Young Persons 	<ul style="list-style-type: none"> safeguarding 	<p>1) Staff to have read and signed safeguarding policy and have enhanced DBS.</p> <p>2) Staff to receive in house safeguarding training or have an appropriate external qualification and experience.</p> <p>3) Facilities available for changing (Male and female changing rooms, unisex toilets, disabled toilet and shower and reception toilet)</p> <p>4) Staff to be made aware of any safeguarding issues relating to group as and when necessary will complete cause for concern forms</p> <p>5) All visitors to make themselves known at reception, any visitors not reporting to reception may be asked to leave the site.</p>	medium	

			<p>6) Staff not to approach unfamiliar people if they are with a group, but rather radio through to supervisors who will deal with situation</p> <p>7) Staff to point out boundaries to site and reiterate that no one should be climbing fences as if they do, they are off site</p> <p>8) Staff to be made aware of reporting procedures in place, including cause for concern scenarios and how/when to report.</p> <p>9) Open discussion between staff and managers about group safety, whether they have any concerns and how reported problems were resolved/dealt with</p> <p>10) No participant to be left unattended at any time.</p> <p>11) Designated safeguarding leads (DSL) will be informed of any safeguarding concerns and action as appropriate.</p>		
Manual Handling	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Sprains 	<p>1) Staff to adhere to manual handling training</p> <p>2) It is the instructor's responsibility to ensure participants involved in lifting as part of an activity are told the correct methods</p> <p>3) No more than 5 tables stacked on one another.</p> <p>4) No carrying more than three chairs at a time</p>	medium	
Fire			1) Fire Safety Procedures outlined to	low	

	<ul style="list-style-type: none"> • associate lectures • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Death 	<p>visiting groups.</p> <p>2) Fire Extinguishers on maintenance schedule, managed by main University estates department</p> <p>3) Staff to receive training on Fire Safety</p> <p>4) No smoking/vaping policy</p> <p>5) Emergency light system routinely checked</p> <p>6) Call points around the building</p> <p>7) Fire assembly point located away from building and visiting groups made aware</p>		
Legionella	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) LC staff to receive training on the flushing process and the steps required reducing risk.</p> <p>2) Weekly flushing to take place and records kept</p> <p>3) Notify estates when building will be closed for a period of time and flushing not possible (i.e. Christmas break)</p> <p>4) University Estates department responsible for appointing legionella inspection/report, maintaining annual monitoring and approving necessary maintenance works, as well as cleansing of system and drain down when necessary and appointing external contractor</p>	medium	
Faecal Matter and Carcasses	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) Pontoon cleaning brush not to be used elsewhere</p> <p>2) Wear gloves and double bag if removing animal faeces or carcass</p>	medium	

	<ul style="list-style-type: none"> • Young Persons 		<p>3) Dogs (apart from guide dogs) not permitted on site</p>		
Vehicular Traffic	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Entrapment • Head Injuries • Lacerations 	<p>1) Speed limit signs at 10mph on Lakeside Campus</p> <p>2) Speed bumps on main drive</p> <p>3) During events 'Marshalls' to direct traffic- to be wearing high vis jackets</p> <p>4) Car parking plan and risk assessment to be issued to staff prior to event</p> <p>5) Briefing given prior to event- expected numbers, location of parking (Harper fields, top weather station field etc)</p> <p>6) 3rd party event marshals to manage competitors exiting and entering site- including on to main road</p> <p>7) Car parking plan to ensure that access and egress not blocked for emergency services</p>	medium	
Dissatisfied Visitors	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • acts of aggression • conflict 	<p>1) Staff to be briefed not to enter into argument or conflict situation- radio to senior member of staff on duty</p> <p>2) Approach unexpected/agitated visitors with caution and talk from a distance to understand purpose of visit.</p> <p>4) All staff to be issued with radio</p>	medium	
Waste Control	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Flu-like symptoms • Sickness • Sprains 	<p>1) Regular changing of bins- washing hands afterwards</p> <p>2) 1100l bins to be moved by 2 people</p> <p>3) Litter picker grabbers to be used to</p>	medium	

	<ul style="list-style-type: none"> • Young Persons 		<p>pick up litter around site</p> <p>4) Ensure big bins are returned to bin store and not left around the building</p>		
Conflict Resolution	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Damage to property 	<p>1) Inform someone else prior to approaching trespassers and use truck</p> <p>2) All staff to carry radio</p> <p>3) Use the conflict resolution 'react' process.</p> <p>4) Instructors to inform supervisors if they spot trespassers on site</p> <p>5) Body cams available</p> <p>6) Staff not to approach when lone working- contact security</p>	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Changing Rooms	<ul style="list-style-type: none"> • Employees • Members of public • New and Expectant Mothers • Students • Those with a disability (physical / mental/ learning) • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Blue non slip matting on tiled floor areas</p> <p>2) Changing rooms to be checked before use to ensure no excess standing water</p> <p>3) Blue matting lifted for cleaning and put back down before use</p> <p>4) Numbers limited to avoid overcrowding</p> <p>5) A minimum of two staff members present outside changing rooms when in use by U18s</p>	low	

			<p>6) Signage displaying changing room etiquette in place</p> <p>7) No U18s to be left unattended at any time during visit</p> <p>8) Behaviour monitored during changing room use and instructors to intervene when necessary/appropriate.</p> <p>9) Staff only to enter changing rooms in pairs when in use.</p> <p>10) Where possible, 1 x male and 1 x female to be present by changing rooms when U18's are accessing the changing facility.</p> <p>11) When participants are over 18+, 1 staff member required to supervise changing area.</p> <p>12) When multiple groups are on-site. Stipulate and structure programmes so that they alternate (where possible) between land-based activities and water-based activities. When both require access to changing facilities, the wooden doors by the shoe rack will be closed.</p>		
Pre Existing Medical/Inclusion Needs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Back Pain • Broken bones • Burns • Cuts • Death • Drowning • Entanglement • Falls from height • Head Injuries • Heat Stress • Hypothermia • Lacerations 	<p>1) Medical/Inclusion information requested prior to visit and communicated to instructors</p> <p>2) Instructors to check medical/inclusion needs at start of session with new group</p> <p>3) Brief to whole group at the start of day to remind them to carry medication and inform instructors of needs</p>	medium	

		<ul style="list-style-type: none"> • Overexertion • Slips trip and fall • Sprains • Stress 			
Slippery Surfaces (grass, tower, platforms, tarmac/block paving, stairs)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1. Instructors or any members of your group are not to wear the following; wearing wellies, crocs, flipflops, sliders or high heels and are closed toe.</p> <p>2. open cups/mugs NOT allowed out the building</p>	low	
Missing Child	<ul style="list-style-type: none"> • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Death • Entanglement • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Staff to adhere and follow missing child policy.</p>	low	
Marquee	<ul style="list-style-type: none"> • Students • Visitors • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Slips trip and fall 	<p>1) During bookings where staff members are present with those visiting, they are responsible for their group during break and lunchtimes, either inside of out of the marquee.</p> <p>2) During holiday club periods, Lakeside Staff are responsible for the group, and work on a ratio of 1:24. This will include the DM/SLT and pastoral members of staff.</p> <p>3) Other equipment to be mindful of in the marquee may include;</p> <p>Chairs Spare tables White board Catering equipment</p>	low	

			<p>Cross contamination of food/allergies between participants</p> <p>4) Bins to be changed daily to reduce the risk of animal infestation and odours.</p> <p>5) Staff when in the marquee can only consume hot drinks that are contained in their Lakeside flask.</p>		
Holiday Club	<ul style="list-style-type: none"> • Employees • Members of public • Visitors 	<ul style="list-style-type: none"> • bullying • lack of communication • Slips trip and fall 	<p>1. 2 SLT at for sign in and sign out. to ensure the process is quicker and that someone is available to talk to caregivers.</p> <p>2. SLT and a pastoral around at lunch time and break time</p>	medium	
missing person	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • hurt 	<p>1. Instructor is aware of group numbers throughout the session.</p> <p>2. SLT to be aware of each groups numbers</p> <p>3. SLT and Instructors to be aware of whole group numbers.</p> <p>4. SLT to check in with the instructors during their session.</p>	medium	
maintenance	<ul style="list-style-type: none"> • Employees • Work Experience 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1. Staff to be appropriately trained.</p>	medium	
Storage Units	<ul style="list-style-type: none"> • Employees • Volunteers 	<ul style="list-style-type: none"> • Back Pain • Cuts • lost equipment • Slips trip and fall 	<p>1. Only SLT to have access to the quarantine and spares cupboard.</p> <p>2. Storage cupboard to remain tidy</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Acts of aggression • Death 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read 	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Injuries 	through Lakesides Invacuation plan - Invacuation procedure to be included in the training days		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Car Parking	School /Department:	Lakeside	Version:	011
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	car park		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Car Parking for events with staff as marshals Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Vehicles	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Death • entrapment • Head Injuries • Lacerations 	<p>1) UW staff issued with PPE – hi visibility coats / tabards.</p> <p>2) Clear instruction and training given by duty supervisor to car parking stewards</p> <p>3) Staff issued with a plan explaining how to manage cars and parking.</p> <p>4) Staff to read risk assessment.</p> <p>5) Signage displayed</p> <p>6) Staff NOT permitted to stand on or near road, all staff must maintain a safe working distance from moving vehicles at all times and be aware of extremities (i.e. feet, when vehicle moving off)</p> <p>7) Vehicles must queue on the gravel track and road, staff member on entrance directing traffic inwards, physical barrier used to prevent vehicle turning straight into field or into aerial tower without having payments checked.</p> <p>8) Car Parking Plan in effect</p> <p>9) Cone/barrier to be placed on the drop kerb - cars to take a wide berth (tower field).</p>	medium		
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>1) Visual inspection by staff/dynamic risk assessment completed by supervisor/instructors on the morning of the event.</p> <p>2) Lakeside supervisor checks for potholes and damaged surfaces. Any</p>	medium		

			<p>issues reported through to maintenance / Estates team or to Harpers if on main business park road</p> <p>3) During adverse weather, e.g., snow / ice, car parks gritted as part of Adverse Weather procedure, as directed through Grounds Manager (GM).</p> <p>4) (In absence of GM the on-duty supervisor will make informed decision) In terms of the fields being used for parking, ensure they are not too wet, as this will cause cars to become stuck. Larger vehicles and coaches will park up on the stoned car park by lakeside campus buildings.</p>		
Metal Barriers/Signage/Tape	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Roll up tape where not required, otherwise ensure tape is strung between metal stakes.</p> <p>2) Secure signboards if needed by cable tie to support poles where possible. Ensure metal barriers are stood correctly if being used.</p> <p>3) Ensure that cones are upright and visible at all times.</p> <p>4) Ensure signs are clear to road users but do not form an obstruction to allow flow of non-event traffic as identified above</p>	low	
Weather Conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress • Hypothermia 	<p>1) All staff are advised to wear suitable clothing and footwear for working outdoors and to particularly protect themselves from the effects of the cold and of the sun.</p> <p>2) Arrangements in place to permit regular breaks in a sheltered area.</p> <p>3) First aid trained staff on site</p>	low	

Abusive Staff/Visitors	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Damage to property • Stress • verbal abuse 	<p>1) Clear instruction is given by Lakeside Supervisor to instructors working the car park. This being reminded on the day and at staff induction training.</p> <p>2) Carry a radio for communicating with lakeside supervisor and ensure staff are trained in the use of the radio.</p> <p>3) Supervisor knows where staff are working and will carry out regular welfare checks.</p> <p>4) All instances of abuse / assault are investigated, and any lessons learned put in place.</p> <p>5) Staff have access to body cameras but can only be used on Lakeside premises.</p> <p>6) UW Security available and can be with us in 15 minutes if required- control room and mobile number readily available in office for use</p> <p>7) Supervisors have had de-escalation training</p> <p>8) Remind staff they can speak to the lakeside supervisor on shift if they have any concerns about their safety or security.</p> <p>9) Increased CCTV coverage across campus/ monitors 24/7</p>	medium		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All visitors encouraged to pre-pay for parking or use mobile till</p> <p>2) Car parking marshalling takes place outside, reducing risk of transmission</p>	medium		

	<ul style="list-style-type: none"> • Visitors • Young Persons 		3) All activity undertaken in line with government advice and guidelines.		
Unauthorised vehicle access	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Damage to property 	<p>1) Physical barriers in place to mark correct path and protect property eg. aerial tower</p> <p>2) Marshalls to guide vehicles and ensure instructions are being followed.</p>	low	
Stuck Vehicles	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Slips trip and fall 	1. Appropriate knowledge issued to staff on how to safely assist a stuck vehicle using the LC truck and rope.	medium	
Fuel Spill	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Skin Irritation • Slips trip and fall 	<p>1. Fuel kit readily available in container to be utilised if a fuel spill is to happen.</p> <p>2. Necessary staff to be made aware i.e. security/grounds team (UW staff).</p> <p>3. Identify which vehicle has caused the spill and inform them to safely remove their vehicle from site if possible.</p>	medium	
Manual Handling	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<p>1. When possible, ask for help to lift or move something heavy</p> <p>2. Instructors to have attended the in house manual handling training.</p> <p>3. Instructors to adhere to their manual handling training.</p> <p>4. Consider location and height of storing equipment to minimise awkward positions and movements.</p>	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
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1	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	RD - LS - Lone Working	School /Department:	Lakeside	Version:	005
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	Lone Working at Lakeside Campus Rob Delahay – Outdoor Activity, Sport and Exercise Manager Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Confrontation with site users	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Acts of aggression verbal abuse 	<ol style="list-style-type: none"> If trespassers are present then contact security and do not approach Lone working eliminated where possible 	medium		
Exposure to Weather	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Heat Stress Hypothermia 	<ol style="list-style-type: none"> Always ensure colleagues are aware you are on site and plan to check in when arriving and when campus is locked up and you are no longer on site Consider other work environments in adverse weather Means of communication between SLT 	medium		
Sudden Illness	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Collapse Death Sudden Illness 	<ol style="list-style-type: none"> Always ensure colleagues are aware you are on site and plan to check in when arriving and when campus is locked up and you are no longer on site Assessment of health of the lone worker to be carried out prior to any lone working Take regular breaks to avoid accident through tiredness Means of communication with SLT 	medium		
Activity delivery in remote locations	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> injury 	<ol style="list-style-type: none"> Supervisors will be in regular radio communication with staff member responsible for group on activity session Programmed schedule detailing where staff will be and at what time 	medium		

			<p>during multi activity days</p> <p>3) All attending groups completed booking, medical and declaration forms so any potential for dangerous occurrences will already be known.</p> <p>4) SLT are fully aware of what to do in the event of emergency situation according to EAP.</p> <p>5) Groups/attendees/visiting school leader will also return to main centre in the event assistance is needed.</p> <p>6) When groups are booked in to use the site then there will be at least one other member of staff on site that is not directly working with the group on an activity (where possible). This person should remain in regular contact with all staff members on site to ensure any concerns are reported and dealt with before escalation.</p> <p>7) In the event that all staff are deployed on activities a designated member of SLT will retain responsibility for coordinating emergency response.</p>		
Driving University Vehicles	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • road traffic collision 	<p>1) Staff required to have appropriate license applicable to driving said vehicle and in date driver questionnaire completed.</p> <p>2) If driving off site (besides intercampus travel or refuelling), staff required to make contact prior to commencing journey and post completion, and at any point rest breaks are scheduled.</p> <p>3) Staff (where required) undertaken one day minibus defensive driver training (safe handling of vehicle and less likely have a lone accident)</p>	medium	

			<p>5) Staff (where required) undertaken van test with CSA supervisor to ensure can drive tail-lift van safely on the road.</p> <p>6) Majority of staff vehicle are fitted with tracker, which can be pinpointed from security control room, panic buttons as well as dash cameras.</p> <p>7) All speed limits should be adhered to</p> <p>8) Staff aware of action in the event of emergency (incl breakdown)</p> <p>9) If driving vehicles around Lakeside campus other staff members will be present on site and will maintain regular radio communication.</p>		
manual handling	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. Instructors to have attended the in house manual handling training. 2. Consider location and height of storing equipment to minimise awkward positions and movements. 3. Try and wait for help, before lifting something heavy 	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles recommended 4. instructors have a 30 min break when working 6 or more hours. 5. Gazebos will be used to provide extra shade on hot days. 6. Depending on the difficulty of a group the staff ratio may increase. 7. additional breaks are an option, under SLT discretion 	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Acts of aggression • Death 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read 	medium	

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Injuries 	through Lakesides Invacuation plan - Invacuation procedure to be included in the training days		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Weeding/Neptune Rake	School /Department:	School of Sport and Exercise Science	Version:	012
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	25/11/2025	Review date:	25/11/2026
Activity being assessed:	To be read in conjunction with operating and maintenance instructions (for both the Rake and Winch) Weed pulling and dragging of the main lake				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Lifting, Manoeuvring and Dropping	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Musculoskeletal disorders Overexertion Slips trip and fall Sprains 	<ol style="list-style-type: none"> Rake unit only to be moved/lifted by minimum of two competent staff Winch unit should be moved by at least 2 people (SLT Member being one) when setting up, make sure using truck parked as close as possible to storage unit for loading, and used to transport to work area. Thus minimising lift required. Once at location winch can be dragged short distances (approx 1-5m at a time) along ground with anchor strap. Manual handling reg's to be observed (TILE - Task, Individual, Load, and Environment) Use handles throughout the lift Glove to be worn to protect hand and aid grip. Be mindful of lifting in wet weather conditions. Use vehicle to transport rake and winch from storage location to edge of lake When rake pulled on to land it can be inverted and weed dropped off (minimum of 2 people using grab handles) or it can be inverted in the shallows. 2 x 200m lengths of rope used, which means an entire length of the lake can be dragged in one go, thus reducing need to move equipment around the lake. Extra care to be taken when lifting/sliding rake on to float in water. Correct methods should be observed and grab handles used. 	medium		
Electrical	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Burns Electrical Shocks 	<ol style="list-style-type: none"> Only competent persons to operate the winch. SLT to deem competency 	medium		

			<p>on the day (this could be 2nd year+ instructors OR new instructors providing they have operated it before)</p> <ol style="list-style-type: none"> 2. Check weather and ground conditions on the day, delay use if conditions are not safe (i.e. high winds) 3. Unit not to be used in severely wet conditions and/or high winds. 4. Gazebo to be used over the winch to protect from rainfall 5. No public access to unit. 6. Access restricted to staff members 7. Allow to cool if hot before moving after use (unit does not get particularly hot when in use, only dragging 200m lengths) 		
Fire	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Smoke Inhalation 	<ol style="list-style-type: none"> 1. Filling of winch to be done when unit is cold to the touch and switched off. (i.e. before first use) 2. Filling only to be undertaken by duty manager/supervisor on shift. 3. Filling of winch to be done using spout or funnel. 4. Suitable Fire extinguisher accessible (CO2 extinguisher located in main office) 5. Winch only to be used on stable ground conditions. 6. Winch to be kept in shaded area when in operation during hot days, should not be exposed to direct sunlight and/or excessive temperatures (use gazebo if required). 7. Ensure there are no naked flames present when refuelling 8. Spillages to be wiped up and rags disposed of immediately. 	medium	
Fuel	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Dermatitis • Respiratory 	<ol style="list-style-type: none"> 1. Fuel to be stored in appropriate fuel can, in fuel cabinet or grounds container away from winch when in use. 	medium	

		Distress	<ol style="list-style-type: none"> 2. Refuelling to take place in well outdoors (well ventilated) 3. Winch serviced and tested annually by external party 4. Visual inspection prior to use 5. Gloves to be worn when refilling fuel. 		
Exhaust Fumes	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Smoke Inhalation 	<ol style="list-style-type: none"> 1. Unit to be run outdoors only. 2. Exhaust must be free from obstruction. 3. Exhaust is pointed away from staff on opposite side to winch mechanism where rope is pulled. 	medium	
Unauthorised and Improper Use	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Dermatitis • Drowning • Electrical Shocks • Entanglement • Hand arm vibration • Head Injuries • Lacerations • Musculoskeletal disorders • Slips trip and fall • Smoke Inhalation 	<ol style="list-style-type: none"> 1. SLT member onsite during ALL weeding activity. 2. Instructor staff to have been shown operations (duty manager/supervisor to have read risk assessment/instructions and communicated to users accordingly) 3. 1x 2nd year+ instructor (where possible) to be in each work party with first year instructors. 4. On occasion first year instructors may be deployed as a single work party where 2nd year+ instructors are not available. This is only allowed when first years have operated before and demonstrated competency (E.g., a group of first years who had never done weeding before would not be permitted to carry out weeding independently) 5. Winch start-up procedure followed as per instructions. 6. Winch operating procedure followed as per instructions. 7. Trained operators are responsible for their own safety and other personnel in the vicinity of the moving load. 8. Equipment never left unattended. 9. Always switch off when not in use. 10. Display warning signs around working area (if required). 	medium	

			<p>11. Winch locked away overnight.</p> <p>12. Rake left in shallows overnight to avoid unnecessary movement - can only be used with winch and would a team of people to operate, unauthorised used unlikely.</p> <p>13. All equipment is stored in the container with the winch</p>		
Noise	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • deafness • hearing impairment • Tinnitus 	<p>1. Winch placed at a distance from the activity.</p> <p>2. No one should be working in close proximity to the winch for sustained periods of time.</p> <p>3. Winch is switched off between 'pulls' and weed unloaded.</p>	medium	
Unsecured winch	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Broken bones • Cuts • Drowning • Entanglement • Head Injuries • Lacerations • Musculoskeletal disorders • Sprains 	<p>1. Always anchor winch to a secured point that is able to withstand the force of a moving load. (E.g., tow hitch of the truck with handbrake firmly secured and in 1st gear/stationary)</p> <p>2. Winch should be secured with the green lifting strap provided.</p> <p>3. Never exceed equipment's Safe Working Load (SWL) = 100kg (Lifting) and 1000kg (Pulling)</p> <p>4. Gusset plates MUST be used to secure the winch with suitable rated shackles and webbing slings</p>	medium	
Rope	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Cuts • Drowning • Entanglement • Slips trip and fall • Sprains 	<p>1. Staff to stay well clear of rope and moving load in motion.</p> <p>2. Staff not to wear loose clothing or jewellery that may become entangled and long hair must be tied back.</p> <p>3. Keep hands and feet well away from capstan winch when in motion</p> <p>4. Staff to take turns in pulling the rope from far side</p> <p>5. Rope should at no point be under a huge amount of tension</p> <p>6. If rope catches on something underneath the water, then emergency cut off button used.</p> <p>7. People 'in' the water must stay well</p>	medium	

			<p>clear of rope and rake when in motion</p> <p>8. Swim buoys removed where possible prior to or during weeding activity, thus reducing likelihood of anyone needing to enter/swim in the water to retrieve tangled rope.</p> <p>9. End of rope on the far side of lake must be secured to metal stake prior to and during each pull. This stake must be sufficiently hammered in to the ground.</p> <p>10. Staff not to hold end of the rope on far side when pull in operation (E.g., reducing likelihood they will get pulled in)</p> <p>11. Rope to be fed around the reel when pulling</p>		
Water	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Drowning 	<ol style="list-style-type: none"> 1. Check on swimming ability. 2. No lone working permitted. 3. Instructors to keep an eye out for each other. 4. Work does not require individual in the water to go past waist depth. 5. When on occasion staff are gathering loose/floating weed, they must be wearing the appropriate clothing (wetsuits) and be competent in being out of their depth (at times). 6. Swim buoys removed where possible prior to or during weeding activity, thus reducing likelihood of anyone needing to enter/swim in the water to retrieve tangled rope. 	medium	
Exposure of extremes of temperature	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Hyperthermia • Hypothermia 	<ol style="list-style-type: none"> 1. Wear practical, protective clothing, gloves and footwear for weather conditions (Waders with integrated boots, some with steel toe caps and water-resistant gloves provided) 2. Rest breaks permitted to support recovery 3. First aiders on standby 4. Warm building and hot drinks available if required. 5. Shaded areas and water available if required 	medium	

			<p>6. Short work session scheduled (not more than 3hrs at a time) AM and PM teams - not physically demanding for the entirety of the sessions</p> <p>7. Rare occasions that AM and PM instructors will cover both sessions due to absences. Led by their physical capability and willingness, not forced upon individuals.</p>		
Physical Fitness	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Exhaustion • Overexertion 	<p>1. Staff not to use equipment if feeling tired, ill, or under influence of alcohol or drugs.</p> <p>2. doesn't require excessive exertion.</p> <p>3. Rest breaks permitted to support recovery.</p> <p>4. Working party to consist of a minimum of 3 persons (2 to operate winch, 1 to rake weed deposits out of lake and 1 to pull rake and float from far side) jobs rotated throughout 3hr work sessions.</p>	medium	
Equipment Failure	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Damage to property • Dermatitis • Drowning • Electrical Shocks • Entanglement • Eye injuries • Flu-like symptoms • Hand arm vibration • Head Injuries • Heat Stress • Hypothermia • Lacerations • Musculoskeletal disorders • Overexertion • Slips trip and fall • Smoke Inhalation • Sprains 	<p>1. Pre use checks undertaken prior to use:</p> <p>2. Check the engine for signs of oil/gas leaks</p> <p>3. Remove any excessive dirt, especially around exhaust and recoil starter (pull cord)</p> <p>4. Signs of damage</p> <p>5. Check shields and covers are in place.</p> <p>6. All nuts and bolts are tightened</p> <p>7. Check the fuel and oil level</p> <p>8. ALWAYS check winch safety cut off switch it working before use.</p> <p>9. Check coupling guard is secured in place before operation.</p> <p>10. Winch to be serviced and tested annually.</p>	medium	

		<ul style="list-style-type: none"> • Stress 			
Paddling without buoyancy aid	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Drowning 	<ol style="list-style-type: none"> 1. If staff are required to use a craft to retrieve detached or dropped rope, refer to activity specific paperwork i.e. canoeing, if using a canoe. 2. Remove waders if utilising a craft to retrieve rope. 	low	
Hand tools	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Cuts • Eye injuries • Musculoskeletal disorders • Skin Irritation • Sprains 	<ol style="list-style-type: none"> 1. Refer to tools risk assessment 	medium	
Instructor welfare	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Heat Stress • hyperthermia • Hypothermia • Overexertion • Stress • UV Burns 	<ol style="list-style-type: none"> 1. Make sure instructors bring appropriate clothing for the weather. 2. Sun cream to be advised, especially in the summer months. 3. water bottles are allowed on session. 4. instructors have a 30 min break when working 6 or more hours. 5. Instructor have access to communicate with SLT, for any Queries. 6. Gazebos will be used to provide extra shade on hot days. 7. additional breaks are an option, under SLT discretion 	medium	
Manual Handling	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Overexertion 	<ol style="list-style-type: none"> 1. When possible, ask for help to lift or move something heavy 2. Instructors to have attended the in house manual handling training. 3. Instructors to adhere to their manual handling training. 4. Consider location and height of storing equipment to minimise awkward positions and movements. 	medium	
Threat coming on site	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Acts of 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the 	medium	

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • aggression • Death • Injuries 	<p>Invacuation points</p> <ul style="list-style-type: none"> - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	Susie Scriven to read and approve	s.scriven@worc.ac.uk	16/03/2025	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Residential	School /Department:	Lakeside	Version:	010
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	Lakeside		Assessment date:	25/11/2025	Review date: 25/11/2026
Activity being assessed:	Residentials Rob Delahay – Outdoor Activity, Sport and Exercise Manager & University Safety Advisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Sam Skinner - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Environmental	<ul style="list-style-type: none"> Members of public Visitors Young Persons 	<ul style="list-style-type: none"> Allergic reaction / Anaphylaxis Back Pain Broken bones Burns Cuts Death drowning Entanglement Head Injuries Lacerations Slips trip and fall Sprains 	<p>1) Comprehensive welcome brief and overview of site/location of changing facilities etc.</p> <p>2) Residential pack to be issued (if not brought with them)/ security and contact numbers identified to group lead.</p>	medium		
Unauthorised access to activity equipment	<ul style="list-style-type: none"> Members of public Visitors Young Persons 	<ul style="list-style-type: none"> drowning 	<p>1) Signage around site to advise of No Swimming in the lake/ponds</p> <p>2) Not permitted to use any activity equipment on site without an activity instructor.</p>	medium		
Exposure to Weather	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Electrical Shocks Heat Stress Hypothermia 	<p>1) Adverse weather will be monitored by SLT as part of the programme, when off site, group lead to manage adverse weather conditions with group needs.</p> <p>2) Facilities available to refill water bottles and shelter available.</p> <p>3) Residential can be cancelled if weather is unsuitable.</p> <p>4) If weather changes overnight, visiting group to contact security.</p>	medium		
Safeguarding	<ul style="list-style-type: none"> Visitors Young Persons 	<ul style="list-style-type: none"> safeguarding 	<p>1) Visiting group to be made aware of our SG policy.</p> <p>2) Accommodation areas specific to</p>	medium		

			<p>different groups. Other groups leads would be made aware of other residential groups.</p> <p>3) Access to accommodation areas is not permitted to other day visitors.</p> <p>4) Staff (specific to group) on hand for participants throughout the night. Lakeside staff trained to help during opening hours.</p> <p>5) Request all documentation in line with third party site use.</p>		
Fire	<ul style="list-style-type: none"> • associate lectures • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Death 	<p>1) Fire Safety Procedures outlined to visiting groups and information guidance found in residential pack</p> <p>2) Fire Extinguishers on maintenance schedule, managed by main University estates department</p> <p>3) Staff with group to ensure fires are safe and clear of any tents and off ground fires used only.</p> <p>4) No smoking/vaping policy</p> <p>5) Call points around the building</p> <p>6) Fire assembly point located away from building and visiting groups made aware</p> <p>7) Where tents are in use, ensure that there is a minimum of 6 metres between.</p> <p>8) Fire extinguisher located near to camping field, along with rules and safety signage.</p> <p>9) If group plan to have their own fires/BBQs, then they need to risk assess accordingly. Under no circumstances are gas BBQs allowed.</p>	low	

			<p>10) No campus fire wood is permitted, this must be brought by visiting group.</p> <p>11) Water/sand buckets located near to the fire so the fire can be extinguished safely.</p> <p>12) No cooking permitted in or around tent.</p>		
Emergency scenario when staff not on site	<ul style="list-style-type: none"> Members of public Visitors Young Persons 	<ul style="list-style-type: none"> Broken bones Death entrapment Eye injuries Head Injuries Lacerations Slips trip and fall Sprains 	<p>1) 24 hour security surveillance (University of Worcester control room).</p> <p>2) Staff informed, that they should leave one vehicle outside of the main gate, in case of an emergency, as site is locked up when Lakeside SLT are not present.</p> <p>3) Security checks throughout the night (x3/4 times) to check on residential staff team.</p>	medium	
Viral & Bacterial Infections	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	
Changing Rooms	<ul style="list-style-type: none"> Employees Members of public New and Expectant Mothers Students Those with a disability (physical / mental/ learning) 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Head Injuries Slips trip and fall Sprains 	<p>1) Changing room use to be monitored by group leads, in line with recommendations by Lakeside Campus.</p> <p>2) Individual toilet blocks left open from arrival to depart. Changing rooms can be kept open if requested.</p>	low	

	<ul style="list-style-type: none"> • Visitors • Volunteers • Work Experience • Young Persons 				
Dietary	<ul style="list-style-type: none"> • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis 	<p>1) Ensure catering are aware of requirements in advance.</p> <p>2) Check with group lead on arrival of any new or additional intolerances.</p>	medium	
Unauthorised Access	<ul style="list-style-type: none"> • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Cuts • Drowning • Head Injuries • Slips trip and fall • Sprains 	<p>1) All building areas/storage containers are locked when not in use and prior to closing the site.</p> <p>2) Entrances all secured with locks.</p>	medium	
Alcohol and drug use	<ul style="list-style-type: none"> • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Damage to property • Death • environmental damage • Head Injuries • Hypothermia • poisoning • Slips trip and fall • Sprains 	<p>1) Alcohol and drugs are not permitted on site.</p> <p>2) If found on persons, then visiting group would be removed from site.</p> <p>3) Security to be aware of this during surveillance.</p>	low	
Injury from self- led activities	<ul style="list-style-type: none"> • Employees • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Slips trip and fall • Sprains 	<p>1) Group lead to inform Lakeside Campus if any self-led activities are to be run.</p> <p>2) Will collect all third party information from group lead prior to arrival (insurance, risk assessments, safeguarding certificates, competencies etc).</p>	medium	

Threat coming on site	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Death • Injuries 	<ul style="list-style-type: none"> - Dedicated Invacuation points - All staff to be aware of the Invacuation points - All staff to be aware and have read through Lakesides Invacuation plan - Invacuation procedure to be included in the training days 	medium	
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	Power and Hand Tools - LS	School /Department:	Lakeside	Version:	006
Assessor(s):	Emily Sanderson		Signature:	Active Directory Authenticated	
Location:	activity cabin		Assessment date:	06/01/2026	Review date: 06/01/2027
Activity being assessed:	Gardening Equipment, Hand tools, Knives and accessories Power tools See link to Gear Log for additional equipment Rob Delahay – Outdoor Activity, Sport and Exercise Manager Sam Skinner – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emily Sanderson - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Electrical-	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Electrical Shocks 	<ol style="list-style-type: none"> 1) Check condition of lead and plug before use 2) Portable tools shall only be used in well-lit and ventilated areas 3) Not to be used in the presence of water/rain 4) Seek SLT approval before using 5) Safe use and handling explained or demonstrated before use 6) Appropriate PPE to be worn (gloves, goggles and mask) 7) Ensure tools are properly stored, maintained and used according to manufacturer's instructions 8) Ensure the lead is fully unravelled prior to being used (this includes extension leads). 	low		
Moving Parts	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Entanglement 	<ol style="list-style-type: none"> 1) Loose clothing and jewellery to be removed/tucked away and long hair to be tied back. 2) Seek SLT approval prior to use 3) Safe use and handling explained or demonstrated before use 4) Appropriate PPE to be worn (gloves, goggles and mask) 	medium		
Flying Debris	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Cuts • Eye injuries • facial injuries 	<ol style="list-style-type: none"> 1) Appropriate location chosen away from other people 2) Use of appropriate PPE - gloves, 	medium		

			<p>face mask and goggles.</p> <p>3) Seek SLT approval before using</p>		
Vibration	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • carpal tunnel syndrome • Hand arm vibration 	<p>1) Use of PPE where needed- gloves, face mask and goggles.</p> <p>2) Seek SLT approval before using</p> <p>3) Minimise length if time using tool and take regular breaks if needed</p> <p>4) Ensure tools are properly stored, maintained and used according to manufacturer's instructions</p>	low	
Ergonomic	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Musculoskeletal disorders 	<p>1) Seek SLT approval before using</p> <p>2) Use of PPE where needed- gloves, face mask and goggles.</p> <p>3) Safe use and handling explained or demonstrated before use</p> <p>4) Ensure adequate room to do the job</p> <p>5) Minimise time individuals use heavy equipment and take breaks where needed</p>	low	
Uneven Ground/Debris	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1) Use of PPE where needed- gloves, face mask and goggles.</p> <p>2) Seek SLT approval before using</p> <p>3) Ensure appropriate environment is used for the job- no holes, trip hazards removed</p>	medium	
Dust	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • dust inhalation • Eye injuries • respiratory illness 	<p>1) Seek SLT approval before using</p> <p>2) Use of well ventilated areas</p> <p>3) Appropriate PPE to be worn-</p>	medium	

			gloves, goggles and mask 4) Clean work area regularly to clear excess dust		
Tool Jamming	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Sprains • wrist/hand injury 	1) Seek SLT approval before using 2) Use of PPE where needed- gloves, face mask and goggles. 3) Check tool is appropriate for job prior to using and pre use check 4) Only use tool in accordance with manufacturers recommendations 5) If any issues occur whilst using tool stop using immediately and seek help	medium	
Sharp Blades	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Cuts 	1) Seek SLT approval before using 2) Use of PPE where needed- gloves, face mask and goggles. 3) Stored in locked safe when not in use 4) Correct method used for carrying equipment	medium	
Heat, / Hot Equipment (Cutting Knife / wire for example.	<ul style="list-style-type: none"> • Associate Lecturers • Employees • Students 	<ul style="list-style-type: none"> • Burns • Fire • Smoke Inhalation 	Training provide to staff on the use of heat generating equipment Fire watch is in place to ensure the heat has escaped and cold to return to storage. Protective gloves used when required Safety goggles worn Areas well ventilated for any hazardous smells during the cutting process. Equipment Pat Tested periodically guide to use the equipment below. https://www.knight-group.co.uk/a-	medium	

			beginners-guide-to-using-hot-cutting-wire/		
lone working	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Cuts • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Regular communication with SLT 2. Staff to be told and shown what to do and how to use a tool before use 	medium	
unsafe working area	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Working area must be tidy before use of any tools 2. Staff must tidy up their work space after use 	medium	
Incorrect use of tools	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Burns • Cuts • Eye injuries • Lacerations • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Staff must be shown how to operate the tools they are using 2. staff must use the tool for its intended purpose 3. Staff must follow the manufactures instructions for each tool they use 4. Only staff who are deemed competent and confident to use tools 5. SLT to monitor tool use to ensure tools are used correctly 	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	05/01/2026	28/01/2026