

Risk Assessment ~ Chigwell Row - Zip Wire

Location/activity (brief description): Activity Tower, Chigwell Row Camp Site Activity: Zip Wire	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
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Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score:1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Participant numbers exceed permitted level disappointment if can't take part	Participants	Maximum per session - 12 participants, plus adult leaders	1	2	2	Information provided before and on booking re numbers of participants. Instructors will offer further sessions time permitting if numbers exceed maximum.	Instructor: Ongoing
Equipment tampered with	Participants	All equipment locked away when not in use. Tower door locked when no instructor present. No access out of session time.	1	4	4	Equipment subject to monthly checks and checked daily before and during use.	Instructor: Ongoing
Injury from sport	Participants	Trained Instructors to Girlguiding level 1 or above or scout equivalent. Instructors attended a zip line course or hold ERCA ropes assessment.	2	4	8	Adult with group to supervise group members whilst awaiting their turn Hair ties Let instructor know of anyone with extra needs Thorough briefing takes place before activity commences.	Instructor: Ongoing

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Person injured from falling object	Participants	Helmets worn inside climbing area and on the activity Area under zip line kept clear No one allowed in front of tower area while trolley is being placed on the zip line.	1	4	4	Instructors carry out visual check to ensure there are no unsecured objects at the top of the tower. Participants are instructed not to take any items with them whilst participating in the activity.	Instructors: Ongoing
Harness/Helmet undone	Participants	Group briefed about safety and equipment.	1	4	4	Kit checked before leaving ground/zip	Instructor: Ongoing
Karabiner left undone	Participants	Instructors trained in safety. Check before and during use	1	4	4		Instructor: Ongoing
Person injured by another user of the tower	All	No entry to area without instructor. All activities on tower separately accessible from entrance	1	3	3		Instructor/supervising adults: Ongoing

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Person trip over support wire for tower	All	Wooden barrier around wire painted white so can be seen in dark	1	3	3	Group members awaiting their turn remain under the supervision of adult leader.	Group leader: duration of activity Chigwell site staff: maintenance of safety features whilst tower not in use.
Person needs rescue	Participants	Instructor and assistant instructor needed for safe operation of activity (minimum 2 people) One on ground and one on tower.	1	3	3	All instructors trained in rescue techniques. Ladder always available.	Instructor: Ongoing
Psychological PTSD injuries	Participants	Everyone encouraged to take part but no one is pushed to jump from the tower - challenge by personal choice.	2	3	6	De brief following session carried out. Adult supervisor known to participants, so can immediately support individual if necessary.	Instructor: Ongoing
Injury to instructor	Staff	No one sets up without making others aware that they have gone to the tower to do so. Tying on to the platform with a sling or rope before	2	4	8	All instructors aware of risk assessment, tower protocol and session plans for Chigwell Row Tower	Instructor: Ongoing

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		opening top tower gate is best practice. No instructors are to do a test solo zip down the wire with out another instructor present. Instructors to stand clear of participants when they zip from the tower so they don't get pulled off should a participant panic as they leave.					
Weather Conditions	All	When top of the tower is not clearly visible from the bottom or the end of the zip line or vice versa due to bad weather all activity must stop. No zip in Ice or Snow Conditions when ground is slippery	1	4	4	Groups made aware that activity is subject to suitable weather conditions. Alternative activity offered if weather conditions indicate unacceptable level of risk with this activity.	Instructor: Ongoing

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Instructor Protocol	All	All instructors aware of risk assessment, tower protocol and session plans for Chigwell Row Tower	2	3	6	Regular briefings/session reviews take place to ensure that risk assessments/session plans are fit for purpose. Regular staff training and personal development.	Instructor: Ongoing

Risk assessment checked by member of Risk Group	Date	Signed
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Risk Assessment scoring ~

A scoring system has been used to determine level of risk. A score (1-5) has been given for the **likelihood/frequency** of the exposure to risk and a score [1-5] to the **severity/consequence** of the outcome. By multiplying the two scores, a score can then be calculated to determine the “level” of risk, which can inform decisions as to whether any further actions are required to reduce the risk.

E.g. Likelihood/frequency of exposure to risk [2] x Severity/Consequences of outcome [2] =

4

Likelihood	Severity /Consequences				

	1 None	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25

Green - Risk well managed **Amber** - Further controls should be put in place **Red** - This activity should NOT take place until risk is significantly reduced