

### **Risk Management Summary**

Reviewed: May 2017

Next Review Date: May 2018

## HORSTEAD CENTRE ACTIVITY PROGRAMMES

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

### **STAGE 1 - Identify the hazards**

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

### **STAGE 2 - Identify who may be harmed**

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

### **STAGE 3 - Determine the risk**

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

#### **Likelihood**

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

#### **Consequence**

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

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

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