

THE PEAK CENTRE BUILDINGS, GROUNDS and ACTIVITIES RISK ASSESSMENTS
To be reviewed annually. Reviewed Jan 2018 by Sarah Tennant. Next review Dec 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Fire in building	Danger of someone being trapped in the building whilst exiting in the event of a fire.	Full fire evacuation briefing for leaders of new groups and fire evacuation training for all weekday groups. All leaders of weekend groups are required to brief all group members on fire evacuation action plan. Special evacuation plan required from groups with disabled members. Staff vigilance to prevent concealment of fire exit signs and extinguishers. Annual maintenance of fire extinguishers by contracted firm Six monthly checks and maintenance of emergency lights and detectors by contracted firm Reduce risk of ignition by <ol style="list-style-type: none"> 1) No-smoking indoors rule. 2) Safe working practices whilst using heat or spark producing equipment. 3) Storage of inflammable substances in low-risk areas. 4) See "Electrical" Implementation of a Fire Risk Assessment (2011 – reviewed May 2016)
Fire or explosion from leaking gas	Danger of someone being trapped in the building, being injured or harmed as a result of a gas leak or explosion	Annual inspection of all gas appliances by contracted firm Staff vigilance and use where necessary of leak detecting equipment. Appropriate isolating valves, clearly labelled.
Open fire	Danger of someone burning themselves	Substantial fire guard secured to the wall Gas lighter used for fire kept in a padlocked cage
Drying room - Boiler	Fire risk from boiler	Annual major service to boiler in September and minor service in March by C. Fisher
Electrical systems	Danger of someone being electrocuted, or a fire being started Risk to anyone in the building	PAT testing annually by C Fisher. 5 year electrical testing (last completed 2016) by contracted firm Clearly labelled isolating switches. Staff vigilance to spot defects
Trip hazards and spillages	Danger of someone tripping up or falling whilst using the building	Staff vigilance to deal with loose floor coverings. Staff vigilance to remove obstacles, trip hazards and spills. Provision of warning signs for wet and slippery floors. User groups expected to use common sense in clearing up spills. Provision of handrails where the benefit outweighs additional risk Provision and maintenance of adequate lighting.

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Working at height	Danger of falling and being injured whilst working at height	All work at height will be properly planned and carried out in a manner which is so far as is reasonably practicable safe by personnel who are competent or who are being supervised by someone competent. Working at Height Regulations applied All ladders and equipment used for working at height to be inspected for fitness for purpose annually in January by C. Fisher.
Heavy and awkward loads	Danger to staff of being injured whilst handling loads	All staff to have completed and to follow manual handling course guidance.
Objects kept on high shelves	Danger of being injured from items falling from shelves when being lifted down	Provision of step ladders for access, and kitchen stools.
Hazardous substances	Danger of injury from hazardous substances being spilt, used, inhaled	Hazardous substances all clearly labelled and stored securely in a lockable cupboard in locked outside store. Staff trained where appropriate. COSHH sheets available in the workshop and file in foyer for visitors. Protective clothing provided, including respirators, rubber gloves and goggles.
Equipment in outside workshop	Danger to centre staff using equipment of sustaining a serious injury Danger to everyone if procedures are not followed	Equipment and machinery properly maintained. Staff trained or experienced in their use. Ear, eye, hand and head protection provided. Access to potentially dangerous equipment restricted to staff Access to dangerous work areas restricted by barriers and warning notices where appropriate.
Craft Room implements	Danger of someone sustaining an injury from a sharp implement if not used correctly	Access to craft room supervised by group leaders and/or Peak Centre staff.
Hazards associated with computer operation	Danger to staff working in the office including RSI and other computer related hazards	Annual workstation assessments and prompt response to problems identified. Good lighting
Bacterial infection	Danger of someone getting a bacterial infection associated with kitchen use at the centre.	Basic food hygiene summary displayed & given to groups Covered waste bins, Provision of colour coded chopping boards Disposable paper hygiene dispenser and refills Anti-bac kitchen spray provided Recording of food temperatures Provision & calibration of fridge & freezer thermometers Provision & Calibration of food thermometers with basic instructions. Maintenance and cleanliness of appropriate equipment and surfaces Kitchens have regular "deep cleans" Periodic (normally biennial) inspection by Food Hygiene inspector of our caterer and facilities.

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Kitchen: Hot and boiling water, oven and hob, hot food and pans	Danger of someone scalding or burning themselves in the kitchen or dining areas.	Warning on water boiler, kitchen sinks and sink in drying room. Protective gloves provided for washing up. Kitchen First Aid kit / Burns kit supplied and maintained by monthly check.(Chris Fisher)
Kitchen: Sharp objects	Danger of someone cutting themselves on a knife	Sharp knives kept in a block Kitchen First Aid kit supplied and maintained by monthly check.(Chris Fisher)
Transmission of infection or disease	Danger to everyone of contracting an infection or disease if a resident has been ill	Instructions to groups on basic food hygiene requirements Household cleaning by departing groups with follow up by Peak Centre staff. Use of colour coded mops for toilet and other areas. Bed linen change for each new group. Extra cleaning and disinfecting carried out by Peak Centre staff.
Legionella infection	Danger of someone contracting legionella	Temperature of water in tanks in excess of 60C. Valves fitted to maintain hot water at output – around 45C to hand wash basins. Bi-annual safety checks carried out and recorded.
Barbed wire present on some perimeters of the grounds	Danger of someone injuring themselves on barbed wire	Monthly inspection and maintenance. Highlighted in arrival briefing / welcome.
Broken tree branches	Danger of someone sustaining a scratch or penetrative injury from broken tree branches	Monthly inspection and regular tree maintenance. Staff vigilant.
Pond in the grounds	Danger of someone falling in the pond	Presence of pond highlighted in arrival briefing / welcome. 1.2m high fencing and gates kept shut
Benches and goal posts	Danger of someone running into a post or bench and injuring themselves	Sharp protrusions removed and posts painted white
Car park	Danger of someone being injured in the car park by a moving car Danger of trips and falls	Speed limit signs / Children warning signs Car park kept clear of hazards, or hazards clearly cordoned off Staff vigilant.
Icy conditions	Danger of someone falling and hurting themselves outside on paved area and car park.	Access to the salt bin (outside) for groups to use and shovels (drying room) Information in handover notes

THE PEAK CENTRE ARCHERY RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Sharp equipment / arrows used during activity	Danger of someone sustaining a piercing injury – an archer, a spectator or a straying member of the public during shooting or collection of arrows	Maximum number of archers and proper control. Vigilance by instructor/s All sessions instructed by holders of current Archery GB Award. Safety notices on all points of access to range. Range set out for maximum safety Available first aid kit and access to telephone. Indoor sessions: doors locked and spectators on gallery. Collection and withdrawal from target procedure as taught by Archery GB Properly maintained arrows to avoid bent ones. All arrows long enough to avoid overdrawing.
Incorrect use of bow	Danger of someone sustaining an injury to arm from bow string during shooting	Proper instruction and use of braces
Emotional distress	Groups	Staff aware of emotional health issues if disclosed by group leader/ consent forms

PEAK CENTRE OUTDOOR CLIMBING AND ABSEILING RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Potential of falling whilst being roped	Danger of someone falling whilst being roped and injuring themselves	Sessions run by instructors with SPA and valid First Aid All equipment suitable for the purpose and inspected monthly and maintained. Proper fitting and checking of correctly sized harnesses and wearing of helmets Use of pre tied knots and locksafe karabiners. Properly rigged climbs/abseils Where possible the use of top belays to reduce potential slack in rope. Proper training of assistant belayers. All novice belayers backed up with properly instructed backups. Belayers with and demonstrable competence to operate without backup only after they can clearly be seen to be able to operate safely.
Climber needing assistance	Danger of someone becoming too cold to climb, or of climber becoming stuck or “freezing”	Instructor remains “free” to climb up or abseil down to assist. Instructor to use appropriate techniques to assist / rescue climber. Activity first aid kit taken on activity
Uneven ground on top of the crag	Danger of someone tripping or falling on top of the crag and sustaining an injury	Instruction to stand clear before unclipping from rope. Climbers have been briefed on appropriate behaviour, stance and of dangers Backup belayers to be belayed to crag.
Uneven,	Danger of someone falling	All climbers “walked through” the descent route.

slippery ground	whilst descending via the descent route.	Only crags with safe descent routes used with top belays. Climbers unable to descend safely to be accompanied.
Being fallen upon by a climber	Danger of someone being struck by a falling objects or fallen upon by a climber	Clear briefings to all groups members Clear instructions to those waiting to climb or spectating to stand clear. Helmets to be worn from arrival at car park. Warning about loose rocks/stones and dropping equipment.
Taking part in unaccustomed activity	Danger of soft tissue injury through unaccustomed activity	Assessment of individual ability and appropriate response to information regarding medical conditions revealed in Consent forms.
Injury from personal jewellery	Danger of someone sustaining an injury from personal jewellery	Instructor to require removal, or where not possible, taping over if deemed to be hazardous.
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve.
Site Specific – Bridge 75	-	Comply with Peak District NPA regulations regarding Bridge 75 Hold PDNPA Bridge 75 Abseiling Licence. All staff trained at Bridge 75
Bridge 75	Danger of someone falling from the bridge	Briefing not to stand on low wall whilst watching others, briefed on dangers of opposite wall
Ropes on the bridge	Danger of participants becoming entangled in ropes	Clear instructions given to stand away (2 metres) from the ropes/ equipment

THE PEAK CENTRE CLIMBING WALL RISK ASSESSMENT JAN 2018 TO BE REVIEWED DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Potential of falling whilst being roped	Danger of someone falling whilst being roped and injuring themselves	All equipment suitable for the purpose and inspected monthly and maintained. Sessions run by instructors with SPA, Climbing Wall Award or in-house assessed. Proper fitting and checking of correctly sized harnesses Use of pre tied knots and locksafe karabiners. Use of blue mats to identify the safe working zone for belayers. All belayers trained and supervised: Novice belayers backed up with properly instructed backups. Once Belayer demonstrates competence can operate without backup.
Bouldering in climbing wall	Danger of someone falling whilst bouldering and injuring themselves	Clear instructions as to where and how high boulderers may climb. Use of “spotters” where appropriate & use of bouldering mats
Climbers falling	Danger of someone being fallen upon by a climber	Instructions to those waiting to climb or spectating to stand / sit clear of blue mats
Taking part in unaccustomed	Danger of soft tissue injury through unaccustomed	Operate in a warm environment Run warm up activity

activity	activity	
Injury from personal jewellery	Danger of someone sustaining an injury from personal jewellery	Instructor to require removal, or where not possible, taping over if deemed to be hazardous.
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve.

THE PEAK CENTRE ROWLANDCOTE MOOR ORIENTEERING RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
		Supervision by instructor who is 'In House' trained or above, holding a 1 st aid certificate.
Steep or slippery ground	Danger of someone falling or of medical emergencies	Orienteers equipped with suitable footwear, Course markers set out to avoid areas of greater risk getting lost and straying on to Kinder plateau Instructor checks that known asthmatics have inhalers.
Large course, young people navigating on their own	Danger of someone getting lost and straying on to Kinder plateau	Instructor details course marshals and makes sure all orienteers on that side of the course are not out of sight long enough for this to happen. Instructor to consider including adults in younger age teams PMR radios used to maintain communication. Air horn carried by instructor to gain the attention of orienteers. Orienteers work in groups.
Barbed wire / dry stone walls	Danger of someone sustaining an injury on barbed wire / stonewalls	Clear briefing about terrain and hazards – dry stone walls / barbed wire etc
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve

PEAK CENTRE TEAM BUILDING & MINI ORIENTEERING EXERCISES RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Equipment / Course	Danger of falling from and tripping over or colliding with equipment	Groups and leaders briefed on hazards. All equipment suitable for the purpose and sharp edges removed or protected. Crash mats or similar provided where required. Protective clothing and/or helmets where required.
Branches, barbed wire etc	Danger of someone sustaining a cut, scrape or eye injury	Care exercised in design of exercises. Trees regularly pruned to avoid sharp protruding branches Clear briefing to ensure awareness of hazards and ways to prevent accidents
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve

PEAK CENTRE WALKING COVERED BY THE AALS REGULATIONS RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Exposure	Danger of someone suffering from exposure	Instructors to hold MLTB, HMLA or above and a current First Aid certificate accompanied by sufficient additional supporting adults as required by Peak Centre Guidelines. Instructors to check adequate clothing and footwear for the walk and the weather. Group to have Peak Centre first aid kit, "Blizzard" bag and group survival tent.
Uneven, steep or slippery ground	Danger of someone sustaining an injury due to tripping or falling	Appropriate choice of route and first aid. Thorough briefing for all
Medical conditions or emergencies	Risk of someone having an asthma attack or other medical emergency	Instructors informed by consent forms of any asthmatics to check they have inhalers. Centre safety pack & mobile phone. Instructor to check known medical conditions from consent forms before activity.
Becoming separated and lost	Risk of someone becoming lost or separated from group	Adult leaders designated to follow up the last walkers in the group. Vigilance on the part of the leader.
Inappropriate footwear	Risk of someone getting blisters and a resulting infection	Appropriate footwear, first aid and instructor vigilance.
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve issues.

PEAK CENTRE WALKING NOT COVERED BY AALS REGULATIONS RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Exposure	Danger of someone suffering from exposure	Walks led by instructors who have either been in-house trained or hold MLTB HMLA or above and who hold a current First Aid certificate. Instructors to check adequate clothing and footwear for the walk and the weather. Group to have Peak Centre activity first aid kit, "Blizzard" bag and group survival tent.
Uneven, steep or slippery ground	Danger of someone sustaining an injury due to tripping or falling	Appropriate choice of route and first aid kit and first aid trained instructor.
Medical conditions or emergencies	Risk of someone having an asthma attack or other medical emergency	Instructor to check known medical conditions from consent forms before activity. Centre safety pack. First aid qualified instructors informed by consent forms of any asthmatics to check they have inhalers.
Becoming	Risk of someone	Adult leaders designated to follow up the last walkers in the group. Vigilance on the part of the leader.

separated and lost	becoming lost or separated from group	
Inappropriate footwear	Risk of someone getting blisters and a resulting infection	Appropriate footwear, first aid and instructor vigilance.
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve issues.

THE PEAK CENTRE WOOL SPINNING WORKSHOP RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Infested wool	Risk of someone becoming infected	

THE PEAK CENTRE FENCING RISK ASSESSMENT Jan 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Equipment	Danger of someone sustaining an injury from the equipment	Sessions supervised by appropriately qualified instructors. Protective clothing. Holder of current First Aid certificate on site.
Medical emergencies	Danger of someone having an asthma attack or other medical emergency	Instructor to check known medical conditions from consent forms before activity. Instructor to check that asthmatics have inhalers with them.
Taking part in unaccustomed activity	Danger of soft tissue injury through unaccustomed activity	Sessions held in warm environment
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms. Group staff to help resolve issues.

THE PEAK CENTRE CIRCUS SKILLS RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Flying objects eg diabolos	Danger of someone sustaining an injury from flying objects	No sharp edges, ends. Properly supervised sessions.
Activity	Danger of someone	Properly supervised sessions.

	sustaining an injury from a collision, stumble or fall	Suitable equipment. Session ran in large space – e.g. Sports hall
Emotional distress	Possibility of someone becoming emotionally distressed	Staff aware of emotional health issues if disclosed by group leader/ consent forms

PEAK CENTRE “IN HOUSE” EVENTS JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
Contact details or images being available	Danger of a participant's images or of contact details being used maliciously	Parental consent required for under 18s for use of images on Website / in advertising. Individual's consent for over 18s. Otherwise images not to identify individuals. Contact details held securely by leaders
Medical conditions or dietary requirements not being known	Risk of leaders / caterer not being aware of medical conditions or dietary requirements	Consent form and application form details transferred to “Event List” and made available to adult leaders Named leader in overall charge of monitoring / issuing medicine.
Food poisoning	Risk of someone getting food poisoning	Caterer to have Basic Food Hygiene certificate and perform basic checks Peak Centre to provide necessary equipment
Kitchen: Hot and boiling water, oven and hob, hot food and pans Camp fire	Danger of someone scalding or burning themselves in the kitchen or camp fire areas	Caterer and leaders to restrict access to kitchen to those unable to work safely through lack of experience/maturity Supervision of camp fire area by adult leaders
Young person absconding	Danger and associated dangers of someone leaving premises without permission / supervision	Age/maturity appropriate rules for going off site. Signing in / out sheet for adult “in-house” groups.
An injured person or a medical emergency	Risk of inadequate response to an injury or medical emergency	Always have first aider available and access to a first aid kit. Always have vehicle and driver available.
Alcohol	Risk of someone becoming drunk, and associated risky /	Have clear rules about consumption of alcohol that are age and context appropriate. No individual supplies of alcohol No unsupervised visits to pubs for groups

	inappropriate behaviours being displayed	
Abuse	Danger of someone being abused	Standard vetting of all adult leaders Appropriate restriction of access to the building from outside Monitoring of exclusive relationships between young people Appropriate supervision of the premises, particularly at night
Travelling	Danger of someone being harmed during transport to/from activities	Where possible, always travel in convoy. Where possible always utilise adult leaders as drivers.
Young person not being picked up at the end of an event	Risk of a young person not being picked up at the end of an event	Leaders to make age/maturity appropriate arrangements

THE PEAK CENTRE BUSHCRAFT RISK ASSESSMENT JAN 2018 to be reviewed DEC 2018

HAZARD	What is the risk? Who is at risk?	Control measures in place / to be implemented
General	All participants	Suitably experienced instructor, with valid First Aid Clear briefings and supervision All accidents, near misses are recorded, and appropriate action taken Area kept free from trip hazards and low branches as practicably possible
Extreme Weather	Risk of someone becoming sunburned, or suffering from hypothermia or hyperthermia	Instructor to check weather forecast prior to session & observe conditions throughout If necessary stop activity and move to safety. Change plans as necessary Ensure participants have suitable & adequate clothing plus access to warm/cold drinks Remind groups about sun protection Group shelter available
Unknown behavioural issues	Risk of someone getting hurt due to own / others inappropriate behaviour	Visiting group leaders asked re any other issues (eg behavioural) Groups sizes and staff ratios / supervision amended as required
Medical emergencies	Danger of someone having an asthma attack or other medical emergency	Instructor to check known medical conditions from consent forms before activity. Instructor to check that asthmatics have inhalers with them.
Shelter building	Danger of someone sustaining an injury	Clear briefing and guidance on collecting and carrying materials Safe manual handling

	through lifting or getting cut or scratched	Highlight risk to face and eyes Use gloves as appropriate
Fire lighting and cooking	Danger of someone sustaining a burn from the fire during fire lighting and cooking	Easy access to water for extinguishing the fire Burns kit easily accessible Sensible fire location Appropriate fire size Briefing regarding behaviour, seating, placing wood on the fire Trip hazards removed Clear briefing on equipment and methods used Long hair tied back Instructor to closely supervise all fire lighting and manage follow up supervision by additional staff Brief groups on the temperature of foodstuffs – eg Marshmallows Provide an alternative for vegetarians Close supervision at all times

Signed by:

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