

Activity – Generic On Land

PERFORMED BY - Laurence James

MINIMUM INSTRUCTOR QUALIFICATION - N/A

DATE - 24/03/2023

INSTRUCTOR : PARTICIPANT RATIO - N/A

Risk	Who Might Be Harmed	Measures to Minimise Risk
Slips, trips and falls	Everyone	<ul style="list-style-type: none"> <li>• Advice given in welcome brief regarding running on site - only permitted when part of session and supervised by HLAC staff.</li> <li>• All instructors must hold current first aid certification.</li> <li>• Equipment checked prior to session; regarding slippery surfaces &amp; broken/worn equipment.</li> <li>• In the event of an injury requiring immobilisation or medical attention, instructors are in constant radio contact with the Centre Manager or Centre Senior.</li> <li>• Members of the General Public will be advised that they cannot take part in the session as they have not had the appropriate welcome brief or filled in a Personal Information Form</li> <li>• Signs have been put up around the centre to advise members of the general public of areas that can be slippery</li> <li>• Ropes or tape present to mark potential hazards.</li> <li>• Signage to remind customers and public that there are hazards.</li> <li>• Staff to communicate to the public if there are potential hazards</li> </ul>
Medical emergency during session	Participants staff	<ul style="list-style-type: none"> <li>• All participants engaged in activities at HLAC must complete a Personal Info Form prior to going afloat (in the case of minors, a parent/guardian will submit this form on their behalf).</li> <li>• Both the manager on duty and the lead instructor of the session must read the forms and be aware of any potential issues.</li> <li>• Radio contact is maintained between all instructors and management throughout the day</li> <li>• First aid kits checked regularly.</li> </ul>

		<ul style="list-style-type: none"> <li>• Always one land-based member of staff</li> <li>• Risk assessment to be filled out for any staff members with severe medical conditions</li> <li>• Participants to carry life-saving medication with them if required</li> </ul>
Medical emergency on land (public)	Participants, public, staff	<ul style="list-style-type: none"> <li>• HLAC management and instructors to hold first aid qualification</li> <li>• First aid kits to be checked regularly</li> </ul> <p>Always one land-based member of staff</p>
Participant not sufficiently fit enough to take part	Participants	Every participant to fill in a Personal Information Form prior to engaging in any activity.
Hypothermia, Hyperthermia, Sunburn	Participants, staff	<ul style="list-style-type: none"> <li>• All persons should be made aware of the possibility of heat exposure and sunburn. Appropriate lightweight clothing should be worn to cover exposed areas of skin. Suitable headgear may be worn to protect the head.</li> <li>• The effects of sun glare must be considered and sunglasses may be worn to protect the eyes at the participant's own risk.</li> <li>• Participants and Instructors are responsible for bringing and applying sun protection when necessary.</li> <li>• All HLAC Instructors hold current First Aid certificates and are trained in 'early warning signs.</li> <li>• Regular breaks are taken allowing participants to regulate their temperature.</li> <li>• Hot / Cold drinks available in the building, along with hot showers / cool shaded areas and foil blankets.</li> <li>• Members of the General Public are not allowed to access the water and signs are up around the centre specifying this. As</li> <li>• members of the General Public are not on a HLAC session, they are responsible for ensuring they do not get sunburnt,</li> <li>• hypothermic or hyperthermic</li> </ul> <p>Staff should wear appropriate clothing for the conditions to guarantee their safety.</p>

Extreme weather	Everyone	<ul style="list-style-type: none"> <li>• Instructors to check forecast daily, and perform dynamic risk assessments throughout session.</li> <li>• In the event of conditions (such as wind strength or temperature) becoming unsuitable and potentially dangerous for the participant(s), the instructor may use his/her discretion to temporarily suspend the session until such time that it's deemed safe</li> <li>• to continue by the Senior Instructor or manager on duty.</li> <li>• Instructors &amp; Participants to be aware of the danger of sun exposure and to apply sun protection whenever necessary.</li> </ul> <p>All Centre users must be aware of the need to stay hydrated. Drinking water is freely available in the building.</p>
Damaged Equipment or Property	Everyone	<ul style="list-style-type: none"> <li>• CCTV in operation</li> <li>• Signage stating that the centre is private property and equipment is for the use of centre customers only</li> <li>• Staff, where possible, will inform members of the public that they are on private property.</li> <li>• Signage for out of bounds areas</li> </ul> <p>Locked gates or doors.</p>