

Activity Activities Generic
Date of update 17-Jul-25

Updated by: AT
Review Due: Jul-26

Ref: GA1

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Unauthorised activity sessions	Serious injury, fatality, trauma	Participants	Med	1. Activity plans for the day must always be authorised by a Course Supervisor in person or over the telephone. 2. Any sessions for which the activity could fall outside the normal operating procedures must be authorised by the a member of the activities management team.	Low	None		
2	Inappropriate / insufficient staffing	Serious injury, fatality, trauma	Participant	Med	1. Activity plans for the day must always be authorised by a Course Supervisor in person or over the telephone. 2. At least one instructor on session must be signed off to lead the session/activity. 3. The instructor with overall responsibility for safety on session must be signed off to run that session. They can be supported by additional instructors with higher qualifications to increase the level of their remit - this must be agreed by a course supervisor. 4. There must be enough staff on session to ensure the safety of both staff and participants, taking into account the experience and qualifications of staff, activity, weather (current and forecast), location and participants. 5. At least one instructor on session must hold a current first aid certificate and have access to a LDCT first aid kit. 6. The instructor with overall responsibility for safety must ensure that all instructors and volunteers on session are competent to carry out any tasks assigned to them, follow NOPs and supervised as appropriate for their level of skills, qualification and experience. The level of supervision may be close, direct or they may operate independently with particular attention paid to safety critical tasks which the individual is not signed off to carry out. Staff may be signed off to run part of a session/specific tasks, however this must only be carried out under the overall supervision of an	Low	None		

3	Injury requiring (first aid) treatment	Serious injury, fatality, trauma	Participant	High	<p>1. Instructors running activity sessions must follow all relevant LDCT Normal and Emergency Operating Procedures.</p> <p>2. At least one instructor on session must hold a current first aid certificate and will have access to a first aid kit.</p> <p>3. Instructors must choose an appropriate activity for the group, taking into account their fitness, weather conditions and nature of any disabilities/medical conditions.</p> <p>4. Any individual who has a very serious/complex disability, health condition or behaviour which requires an additional level of risk management beyond that provided by our standard risk assessments must have an Personal Risk Assessment carried out.</p> <p>5. Instructors working away from the immediate vicinity of the Little Crosthwaite Centre buildings must have immediate access to a VHF radio and/or mobile phone survival bag and a group shelter appropriate to location, weather, activity and group.</p>	Low	None		
4	Medical emergency	Serious Injury / Fatality	Instructor/ Participant	High	<p>1. All staff/visitors will complete a medical in confidence form which will be kept on file.</p> <p>2. Instructors must carry visitors' medical forms with them on session and away from the immediate vicinity of the Little Crosthwaite Centre buildings.</p> <p>3. Instructional staff are briefed on Lake District Calvert Trust's emergency procedure.</p> <p>4. Group instructors must share relevant information about participants with support instructors at the start of the session to make them aware of any significant relevant medical information.</p> <p>5. Any individual who has a very serious/complex disability, health condition or behaviour which requires an additional level of risk management beyond that provided by our standard risk assessments must have an Personal Risk Assessment carried out.</p> <p>6. Instructors working away from the immediate vicinity of the Little Crosthwaite Centre buildings must have immediate access to a VHF radio and/or mobile phone.</p>	Low	None		
5	Exposure / Hypothermia	Serious Injury / Fatality	Instructor/ Participant	High	<p>1. Instructors must carry relevant emergency equipment taking into account the weather conditions, location, and nature of any disabilities/medical conditions.</p> <p>2. Instructors must choose an appropriate activity for the group, taking into account their fitness, weather conditions and nature of any disabilities/medical conditions.</p> <p>3. Everyone must have the appropriate clothing taking into account current weather conditions, weather forecast activity, group aims and safety equipment/kit carried.</p> <p>4. Instructors working away from the immediate vicinity of the Little Crosthwaite Centre buildings must have immediate access to a VHF radio and/or mobile phone, survival bag and a group shelter appropriate to location, weather, activity and group.</p> <p>5. Instructors should consider taking the means of providing a hot drink when leaving the Little Crosthwaite site.</p>	Low	None		

6	Participants not supervised appropriately	Serious injury, fatality, trauma	Participant	Med	<p>1. Instructors must ensure participants they are responsible for are appropriately supervised at all times.</p> <p>2. Two levels of supervision which can be required are defined in operating procedures as:</p> <p>a) Close Supervision: The instructor is able to physically intervene to ensure the safety of participants. It is required whenever there is a high risk of significant injury if close supervision is not provided. The term close support infers close supervision is also provided.</p> <p>b) Direct Supervision: The group/participant remains within sight of the instructor.</p> <p>3. Instructors using remote supervision, where the safety of participants is monitored from a distance with limited direct supervision, must:</p> <p>a) Ensure that the activity is within the groups capabilities.</p> <p>b) Define the area of independent operation.</p> <p>c) Consider, and implement if appropriate, remote communication between themselves and the group (e.g. exchanging phone numbers).</p> <p>d) Supply a first aid kit if appropriate.</p> <p>e) Ensure there is a clear transfer of responsibility from the instructor to the group.</p> <p>f) Ensure the group has an emergency action plan in place.</p>	Low	None		
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7	Informed consent not given for activities	Serious injury, fatality, trauma	Participant	Med	<p>1. All participants must be given a briefing before the start of all activity sessions and before any significant transition.</p> <p>2. All briefings must include</p> <ul style="list-style-type: none"> • What the group is doing. • Significant safety considerations. • Equipment/kit required. • Checking all participants are present/accounted for. • Discussion of group aims if appropriate. <p>3. If a group member is not present when a briefing is given, they must be given a briefing when they join the session with all relevant information.</p> <p>4. If anyone who comes on a LDCT session with additional support is not given a full briefing for reasons a-c below, anyone providing care or support for that person must be given a full briefing.</p> <p>a) Awareness of hazard/risk causing participant excessive anxiety which may limit their ability to engage in an activity.</p> <p>b) Judgement that awareness of hazard may cause participant to engage in risky behavior.</p> <p>c) Limited cognition/attention span making limited briefing focusing on key hazards/control measures more appropriate.</p> <p>5. If an instructor does not provide a full briefing to an independent individual (attends with no additional care or support) the reason why the briefing is not given must be recorded on the participant notes form for that individual and signed & dated by the instructor responsible.</p> <p>6. Personal Participant Risk Assessments are shared with the individual to whom they pertain or an advocate/carer/teacher/family member to ensure the control measures implemented mitigate identified risks to an acceptable level</p>	Low	None		
8	Serious incident - group does not arrive back at centre as planned from morning session	Serious injury, fatality, trauma	Participant, staff member	Med	<p>1. Group instructor to record their group's expected time of arrival back to the centre on the whiteboard in reception.</p> <p>2. Group instructor must contact centre before 1.45pm (or ETR from morning session if later than 1.45pm) if they intend returning after this time.</p> <p>3. If group fail to arrive back by 1.45pm from morning session then receptionist to alert Duty Manager.</p> <p>4. Duty manager to ensure that reasonable measures are taken to contact group and find out where they are. This may include sending additional staff to locate the group.</p> <p>5. The main centre phone must be manned until group is contacted.</p> <p>6. If group has not returned to or contacted the centre by 2.45pm the duty manager is to inform the police that a LDCT group is one hour past its expected time of return.</p>	Low			

9	Serious incident - group does not arrive back at centre as planned from afternoon or all day session	Serious injury, fatality, trauma	Participant, staff member	Med	<ol style="list-style-type: none"> 1. Group instructor to record their group's expected time of arrival back to the centre on the whiteboard in reception. 2. Group instructor must contact centre before 5.00pm if they intend returning after this time from afternoon or all day sessions. 3. Duty Manager to check whiteboard in reception at 5.00pm to confirm all groups are back onsite. 4. Any groups which have not arrived back onsite should be contacted where possible, with the status of the contact recorded on the whiteboard in reception and passed on to the DI. 5. Where possible the course supervisor should pass on any pertinent information regarding the group/activity to the DI. 6. The main centre phone must be manned until group is contacted. 7. If group has not returned to or contacted the centre by 6.00pm the duty manager is to inform the police that a LDCT group is one hour past its expected time of return. 				
10	Slip, trip, fall	Injury	Participant, staff member	High	<ol style="list-style-type: none"> 1. The instructor must ensure that that all group members are wearing footwear suitable for the activity being undertaken. 2. When taking activity groups off recognised paths/tracks/surfaces where the terrain underfoot is slippery (e.g. wet grass, mud, slippery rock), unstable (e.g. boulders, loose stones, steep slopes), very uneven and/or with other significant risk of slip/trip/fall, footwear must be checked by instructor to ensure it has appropriate grip and where necessary ankle support. 3. Walking boots and wellies are available for participants to borrow from LDCT kit store. 4. Activity locations and routes must be chosen taken into account the participants' abilities and footwear. Group must be appropriately briefed and supervised to highlight any potential slip hazards and ensure participants do not go into any unsuitable areas of operation. 5. If a participant is unable to wear suitable footwear due to a medical condition or disability, additional control measures specific to the individual and location must be put in place to mitigate the risk of slip, trip or fall (e.g. one-to-one support from LDCT member of staff). This must be recorded on the participant notes form of the individual 	Low			

11	Adverse weather	Injury, hypothermia, fatality	Participant, staff member	High	<p>1. Weather forecast obtained daily for Keswick from MetOffice UK which is recorded on the activity programme in the 9.00am activities meeting.</p> <p>2. All activities must be authorised on a daily by a course supervisor as per the course supervisor authorisation matrix either in person or by phone. These will be authorised / not authorised taking into account the group, weather, activity and available staff. If authorisation is not given an alternative activity should be found and authorised.</p> <p>3. If adverse weather causes a significant risk to safety during an activity session the instructor must take steps to mitigate the risk. These steps include, but are not limited to, stopping the session, moving to an area of lower risk (e.g. sheltered ground in high winds) or varying the activity (e.g. rafting single canoes together in stronger winds).</p> <p>4. For hill walking over 600m or where there is significant adverse weather forecast for a hill based activity, a hill forecast from the Mountain Weather Information Service (MWIS) should be obtained for the Lake District Area.</p> <p>5. If an activity requires an accurate weather forecast for a specific location then this must be obtained and recorded on the weekly activity programme.</p>	Low			
12	Missing person on activity session	Injury, hypothermia, fatality	Participant	High	<p>1. Group instructor to carry list of participants at all times during activity session away from the LDCT site.</p> <p>2. Head count to be carried out at beginning and end of activity session and regularly during the session. Whenever groups start a journey on a minibus a head-count must also be carried out.</p> <p>3. Instructors must carry VHF radio or mobile phone at all times when away from the immediate vicinity of the Little Crosthwaite Centre buildings.</p>	Low			
13	Instructor incapacitated on session	Injury, hypothermia, fatality	Participant, Instructor	High	<p>1. Group to be briefed on emergency procedure on arrival day.</p> <p>2. Group instructor to carry instructions for actions to take in event of emergency for groups in first aid kit.</p>	Low			