

RISK ASSESSMENT FOR FUN FARM HIGH ROPES.

Next review February 2018.

Introduction.

The European Standard “Sports and recreational facilities – Ropes Courses” comes in two parts:

EN 15567-1 2015 (Construction and safety requirements) Part 1

EN15567 -2 2015 (Operational Requirements) Part 2

AAIAC, the Adventure Activities Industry Advisory Committee, is the sectors’ leading body for safety in adventure activities. It is representative of a wide range of stakeholders from the UK adventure activities sector and is supported by the Institute for Outdoor Learning. AAIAC in conjunction with The European Ropes Course Association (ERCA) produce a “UK Ropes Course Guide (Edition 4.2).

Both the European Standard and ERCA Ropes course guide for the basis for and are key reference documents for this Risk Assessment.

Method of risk assessment.

1. Hazards are identified, i.e. what in a particular situation could cause harm or damage and then assessing the likelihood that harm will be experienced.
2. Persons at risk; identify who may be harmed.
3. Evaluate the risk. The risk can be evaluated using a scoring matrix to assess the likelihood of harm or damage with the consequences or severity of that harm:

5	Very High	VL	L	M	H	VH
4	High	VL	L	M	H	H
3	Moderate	VL	L	L	M	M
2	Low	VL	L	L	L	L
1	Very Low	VL	VL	VL	VL	VL
Probability or Likelihood		Very Low	Low	Moderate	High	Very High
	Severity or Consequence	1	2	3	4	5

Probability Score	Probability of Occurrence
1 – Very Low	Definitely will not happen
2 – Low	Unlikely to happen
3 – Moderate	Moderate chance of accident happening
4 – High	Quite likely to happen
5 –Very High	Likelihood will happen

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Severity Score	Severity of Injury
1 – Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising, splinter
2 – Low	Minor injury – Laceration or bruising requiring first aid only
3 – Moderate	Injury requiring medical intervention e.g. laceration requiring stitches, sprain, fracture of small bones of hand or foot
4 – High	Serious injury including hospitalisation, e.g. concussion, fracture of long bones, back or neck injury, fractured skull
5 – Very High	Severe injury, e.g. amputation, loss of sight, spinal injury, fatality

4. Control Measures. Controls then can be put in place to reduce both the likelihood of the risk and the severity of the outcome or consequence should it occur. Fun Farm High Ropes has a number of controls in place to reduce the risk to an acceptable level. The Residual Risk (RR) is the level of risk that remains after putting control measures into practice.

Residual Risk	
Very Low	Minimal risk, control measure more than necessary
Low	Control measures satisfactory
Moderate	Control measures adequate but could be improved. Monitor and review
High	Control measure inadequate. Reassess activity or control measures.
Very High	Control measures inadequate. Stop activity

5. Review. The Risk assessment is reviewed at least annually, or when the Risk assessment is no longer valid or there has been a significant change in the activity.

Fun Farm High Ropes risk assessments are written in compliance with the management of Health and Safety at Work Regulations and in accordance with the Health and Safety executive “5 Steps to Risk Assessment”.

By continuous risk assessment by all staff, and by adherence of staff to Fun Farm operational procedures and training, risks are reduced to a reasonable level.

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HAZARD	LHD	CON	RISK	WHO MIGHT BE HARMED	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES RECOMMENDED	LHD	CON	RESIDUAL RISK SCORE
<p>Falling to the ground or onto another person or onto another part of the course or another object due to:</p> <ul style="list-style-type: none"> Becoming unattached from the safety system then slipping, jumping or falling, either unintentionally or intentionally. Failing to attach correctly to safety system. Failure of part of course infrastructure. PPE failure, incorrect selection, use, fitting etc. Slips and Trips Trespass whilst course open or closed. <p>This could happen whilst opening or closing the course, operating the course, participating in a rescue, carrying out inspections or repairs or carrying out a rescue.</p>	4 H	5 VH	20 H	<p>Employees Course users Contractors Onlookers Trespassers</p>	<p>See below. Control measures 1002 to 1010 categorised into:</p> <ul style="list-style-type: none"> Admission controls Supervision controls Provision of information Training Course design and inspection PPE provision Operational systems and controls Security Controls Rescue and Emergency controls. 	<p>See Below Nil Currently</p>	1V L	5 VH	5 L
<p>Injury whilst still attached to the course or before/after using the course:</p> <ul style="list-style-type: none"> Entrapment of body part or hair Rope burns to skin Injury caused by collision with course, participant or equipment Splinters injury Failure of part of course infrastructure. Slips and trips <p>This could happen whilst opening or closing the course, operating the course, participating in a rescue, carrying out inspections or repairs or carrying out a rescue.</p>	4H	3M	12M	<p>Employees Course users Contractors Onlookers Trespassers</p>	<p>See below. Control measures 1002 to 1010 categorised into:</p> <ul style="list-style-type: none"> Admission controls Supervision controls Provision of information Training Course design and inspection PPE provision Operational systems and controls Security Controls Rescue and Emergency controls. 		2L	2L	4L
1002	<p>Admission controls.</p> <ul style="list-style-type: none"> Minimum age 7 years, due to physical ability to manage safety system and mental ability to understand safety briefing. Age confirmed on Risk Acknowledgement and Consent form. (RAC) Booking Terms and Conditions (BTC) General leaflets (GL) and Website.(W) Minimum height of 1m 10cm (wearing footwear) due to course construction and ability to attach to Roperoller safety system. Safety Rules (SR). Construction documents. Height markers installed at the course. Instructors to carry out check if unsure. BTC, SR, GL, W. Maximum weight of 18stone 12 pounds/120kg due to load limits of Rope Roller safety system (Roperoller safety, maintenance and Installation Document). BTC, SR, GL, W. Instructors to check if unsure, scales provided. SB Drugs and alcohol. Anyone who is deemed to be under the influence of drugs or alcohol is not permitted to access the course. Instructor check. Training Manual (TM). BTC, SR, RAC, SB. Existing physical injuries. Anyone whom has an existing physical injury must inform staff and complete a notification stating they are aware of the risks. RAC. Notification of existing physical injury policy, operational document (OD) 								

	<ul style="list-style-type: none"> • Pregnancy. It is recommended that pregnant people do not take part on the course. BTC, RAC. • Special needs. Policy is to ensure that such participants have assistance and supervision as required. OD • Unable to fit harness. Anyone that cannot be fitted correctly into a harness provided cannot participate on the course. Instructor check. BTC, SB, OD • Footwear. Anyone who does not wear the correct footwear (e.g. unsuitable flip flops or sandals, high heels) that may lead to a slip or trip, is not allowed on the course. BTC, SR, RAC • Long hair. Participants with long hair risk entanglement in ropes, chains and pulleys. Long hair must be tied up. BTC, RAD, SR, SB • Suitable clothing. Participants must wear suitable clothing and dress according to the weather. Stomach should be covered so that harnesses can be worn comfortably. Loose clothing must be tucked in. For modesty and comfort skirts and dresses should not be worn. BTC, RAC, SR, SB • Participants must attach all loose items to themselves or have them secured in pockets, or use lockers provided. BTC, SB.
1003	<p>Supervision controls</p> <ul style="list-style-type: none"> • Supervision of customers by Instructors to comply with EN standard on levels 2 and 3 whilst using the course. • Participating adults maintain supervision of children in their care. One adult (over 18 years old) is allowed to supervise up to 4 under 18 year olds. This is to ensure under 18s remain attached to the safety system and follow safety rules. • It is a requirement that participants are capable of understanding safety rules and able to follow safety instructions from the Instructors. Adults participants and adults supervising children are required to sign Acknowledgement of Risk forms to confirm this. BTC, GL, W • A maximum of two persons per platform, and one person per element is allowed on the course. If supervised children are participating on the course, they will be no more than two elements away from the supervising adult if participating on the course. • The supervising adult may supervise children from ground level. • Instructors will ensure that all users are correctly attached to the Rope roller safety system before allowing them to use the course • The course is regularly patrolled by Instructors, to take place whenever anyone is using the course to ensure they are safe and completing the course correctly and not in difficulty. The whole course is visible from the start and finish point. • Only competent instructors are allowed to give a Safety Briefing (SB). This is to ensure they do not forget essential information and can handle difficult groups. This is checked by initial then periodic SB assessments. See Training records.
1004	<p>Provision of Information.</p> <ul style="list-style-type: none"> • Suitable and sufficient information is given to course participants to ensure they and any children in their supervision are safe on the course. Information is provided in a number of ways, including on the website, on booking Terms and Conditions (BTC), at the course through Risk Acknowledgement and Consent form (RAC) and Safety Rules (SR) and verbal instructor delivered Safety Brief (SB), and includes an explanation of inherent risks, supervision, PPE and adjustment, and the need to stay attached to the Roperoller safety system. • Participants who are supervising other children are informed that they are personally responsible for ensuring children follow the Safety Rules and are correctly attached to the Roperoller safety system at all times. BTC, SR • Adults are informed that they are personally responsible for ensuring they are attached to the Roperoller safety system at all times and follow Safety Rules. BTC SR • Safety signage is on the course to remind participants to remain attached to the safety system. • All incidents, near misses and accidents are recorded and reviewed on a regular basis so lessons can be learnt and changes made where issues are identified. TR, OD
1005	<p>Training.</p> <ul style="list-style-type: none"> • Instructors must be competent at working on the course and have completed and passed ERCA accredited site specific Instructor training. Individuals will renew and update formal ERCA training qualifications every three years. Individual training records are maintained by Site operator. ERCA Certificates, Training Records (TR) • Instructors must be competent at delivering the safety briefing to course participants. Instructors safety briefings are regularly assessed by competent persons to ensure instructors are including all correct critical safety information during the safety briefing. TR • Instructors are trained in the correct fitting and visual inspection of PPE to ensure they are safe for course participants, that participants cannot fall out of the harness and the harness is in

	<p>good order and will not break. TR</p> <ul style="list-style-type: none"> • Instructors are trained to undertake daily visual inspection of the course, to include Primary safety systems, secondary elements, anchor points and general safe condition. TR • Training then assessment of course users to ensure they are safe to complete the course and understand they must remain attached to safety system at all times. Specific training is given about safe use of Zip lines and scramble nets. SB, Ground level Training course (TC) • Course users are trained over a four stage training system to drip feed critical information: <ol style="list-style-type: none"> 1. Course users and supervisors read safety rules in a calm environment and complete Risk Acknowledgement and Consent form. RAC, SR. 2. Course users are trained in how to use the PPE and attach to the safety system whilst at ground level. SB, TC 3. Course users are supervised whilst attaching to the safety system and any additional instruction given. Training Records, Operational Documents. 4. Course users and supervisors are monitored whilst using the course and verbal instructions given if required. Training records, Operational Documents. • Instructors use Roperoller safety system to navigate the course, or use a two lanyard/locking karabiner system. The two lanyard/Karabiner system for clipping onto the safety system has a back up so that a safety cable junction or participant may be passed without completely unclipping. A third back up grillon system of attachment is used by Instructors and Rescuers whilst attending to participants on the course. Working at height regulations, ERCA training, Training records. • Instructors are trained in rescue procedures by qualified competent person, to ERCA standard. TR • Instructors are trained in basic first aid and emergency procedures. TR, OD. A first aid box is kept on site and checked regularly. • A backup rope safety system is used whilst conducting rescues on the course. Working at height regulations, ERCA training, TR • Minimum of one rescue qualified instructor must be present at the course at all times when participants are using the course.
1006	<p>Course Design and Inspection.</p> <ul style="list-style-type: none"> • The course is designed and constructed using reputable suppliers, in compliance with EN standard EN15567:2015 part 1. Construction Documents • Before opening the course is inspected and passed by appropriately qualified Type A inspection body. Certificate. • The course is inspected and maintained in compliance with EN standard EN15567: 2015 Part 1. Daily Visual Inspection by qualified instructors. Daily Records, TR. • Routine visual inspections are carried out by instructor before the course is opened to ensure course is safe to use and no overnight damage or vandalism has occurred. Visual checks of Primary safety system and secondary elements are undertaken by instructors before opening the course. Daily Records(DR), TR, • Safety inspection updates from manufacturers are implemented and become part of regular inspection routine and record.. OD • Periodic Operator inspection every 3 months by qualified competent person. Certificate. • Annual inspection by qualified external body, certified Type C inspector in compliance with EN15567:2015 Part 1. Certificate. • Records of inspections and examinations, maintenance, testing and certificates of course conformity are maintained. Inspections of records are regularly undertaken by operator.
1007	<p>PPE provision , checks and use.</p> <ul style="list-style-type: none"> • Use of reputable suppliers to ensure all PPE is of the correct standard and design and has the correct information provided for use and therefore is safe and appropriate. Advice of correct PPE that is fit for purpose is sought from industry experts and suppliers. • All PPE must be/is used correctly as per manufacturers guidelines. A copy of each new batch of PPE manufacturers guidelines is kept in PPE file. All PPE is numbered, documented and logged by operator, including inspection and maintenance records. PPE replacement follows manufacturers guidelines. • PPE must be/is assembled correctly, by trained and ERCA qualified instructors. Instructors trained to ERCA standards by qualified person to visually inspect PPE before use. Where PPE is thought to be defective it is placed in a quarantine box and taken out of use until examined by a qualified PPE inspector. Faulty PPE is returned to the supplier for repair or replaced. • PPE includes all harnesses, helmets, lanyards, rope roller components, maillons and karabiners, grillions, ropes and all rescue equipment. • PPE is inspected periodically (every six months) by a trained, competent and qualified PPE inspector. • PPE is stored in a dry, clean area , away from any chemicals. PPE is cleaned and dried as detailed in manufacturers guidelines. TR, OD • All Instructors are trained in the correct fitting of PPE, safe operation of PPE, safe operating limits of PPE, daily visual inspection and record keeping. TR • Different sizes of harnesses are available to suit different size and weight participants. Instructors are trained in the correct fitting and size choice of PPE for different sized participants. • An instructor checks all course participants harnesses before they go onto the course to ensure they are correctly fitted. If a course user removes their harness for a rest break or toilet break they must be checked for correct fitting prior to the user returning to the course.

	<ul style="list-style-type: none"> • Patrolling Instructors carry out visual checks to ensure PPE is still fitted correctly and has not slipped or moved so that it is unsafe. • Helmets are to be worn by all course participants including Instructors. Helmets mitigate against injury from falling objects, head collisions with participants or head collisions with the fabric of the course. • To prevent damage to the harnesses, no smoking in the harnessing hut or whilst wearing harnesses. • No use of chemicals near PPE (insect repellent, sun cream)
1008	<p>Operation systems and controls.</p> <ul style="list-style-type: none"> • The course is operated in compliance with EN standard EN 11567 Part 2 to included documentation, participant information, safety instruction, equipment, supervision, inspection and maintenance and emergency plans. • The primary safety system used on the course by participants is Roperoller, a continuous belay system that removes the need to unclip at poles or junctions or when using the Zip line. Participants are attached to the safety cable at ground level and cannot remove the Roperoller trolley until the course has been completed and they have returned to ground level. • The participants are connected to the Roperoller trolley by means of a lanyard and two maillons or Karabiners. Maillons to be tightened with a spanner by Instructors to prevent tampering by participants. Karabiners of a type fitted with anti- tamper device. OD. • Opening and closing checks are undertaken by trained competent instructors, including: Visual check of the course Visual checks of PPE Visual check of rescue equipment and correct contents of Rescue bag(s) Check of radio communication system Check of contents of First Aid box. TR, OD. • Operating restrictions of 2 customers per platform and one per element/obstacle ensure that the platforms and elements are not overloaded and there is not overcrowding but allow for correct supervision. Checked by patrolling instructor. TR • During periods of lightning, high winds, heavy ice and snow the course is evacuated and closed. BTC, emergency procedures. • Whilst on the course, use of mobile phones as telephones is not permitted as it can lead to distraction and slips on the course. Mobile phones can be used to take pictures and videos but must be/are secured to the user to prevent them falling. Cameras must also be secured. Lanyards are available. • Any tasks being undertaken by instructors at height, apart from the normal day to day running of the course (opening and closing) must be undertaken by a minimum of two people. Working at Height regulations. TR, OD. • Zip lines have been designed to minimise impact to participants on landing, using a catch net at the end of each Zip line. Zip lines are designed at an angle and sag to arrive at an optimum landing speed. Only one course participant is allowed on a Zip wire at any one time.
1009	<p>Security Controls.</p> <ul style="list-style-type: none"> • 2.4m high anti climb perimeter fencing is installed to prevent trespass when the course is closed. Gates are padlocked. Key holders and Fire Marshalls hold a key to unlock the gate during an emergency. • The stairs used to access both levels of the course are surrounded by a stockade. The door to the stockade is locked when the course is closed and not supervised, to prevent unauthorised access onto the course. • The door to the stockade has an automatic closer and is supervised by trained instructors to prevent unauthorised access whilst the course is in use. • Visitors and non-participants are restricted to the patio viewing area by a stockade fence. Participants enter the course via the harnessing hut or through a gate. Adults supervising children are allowed to enter the ground area of the course and supervise from ground level. The Harnessing Hut and gate are locked by staff when the course is closed and not supervised. TR, OD. • The start and finish point of both levels of the course are protected by a bolted gate to prevent unauthorised access whilst the course is open. • Participants are notified regarding authority of Instructors and are trained how to draw attention of Instructors. BTC, SB, TR.

1010	<p>Rescue and Emergency Procedures.</p> <ul style="list-style-type: none"> • A safety and emergency plan has been prepared and is available to Instructors and Rescuers. • Emergency scenarios practiced • Including name and address of hospital, call emergency services. • Instructors and Rescue staff trained in rescue procedures. Rescue staff regularly practice rescue procedures and drills documented. TR, OD. • Rescue equipment and PPE regularly checked and tested in accordance with manufacturers recommendations. • Rescue bags (x2) and means of communication checked before course opens.
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Notes.

Control Measures. Where a control measure has been identified, it is only included once and not repeated under every serial number. Therefore for a specific hazard identified, a control measure in a serial above may apply to that hazard. (HSE RA guidance.)

Instructors Training. Fun Farm High Ropes instructors must pass through a full training and assessment programme carried out by ERCA qualified trainers. They undergo ongoing training and assessment in accordance with Fun Farm High Ropes Operational Policies, training and assessment policy and training objectives which includes the delivery of safety instruction, operational limits on the use of the course, course inspections during daily course opening and closing, supervision and patrolling techniques, personal protective equipment, harness fitting and inspection, emergency operations, health and safety and customer care. Instructors are First Aid trained.

Rescue Training. Only instructors with the correct aptitude are selected for additional training in rope rescue techniques. Training and assessment of rescue trained instructors is only carried out by ERCA qualified trainers.

Abbreviations:

- BTC = Fun Farm High Ropes Booking Terms and Conditions
- DR = Daily Visual Inspection Records (Course and PPE)
- EN(1), EN(2) = European Standard EN 15567 - Part 1 2015 (Construction and safety requirements), EN 15567 Part 2 2015 (Operation requirements)
- ERCA = European Ropes Course Association
- GL = General Leaflets and promotional material
- OD = Fun Farm High Ropes Operational Documents (including Operations Manual; exact titles of documents may change from time to time)
- PPE = Personal Protective Equipment
- RAC = Risk Acknowledgement and Consent form
- SB = Safety Brief
- SR = Safety Rules
- TR = Fun Farm High Ropes Training Record
- W = Website general customer information.