


**Risk Assessment and Risk Management Record**

**Establishment:** The Hardelot Centre, Hardelot, France  
**Location / purpose:** Challenge Course

Identifying the hazards – Assessing the risk	Risk rating	Control Measures – reducing the risk	Outcome
Lack of experience in using equipment	Med	Instruction document issued by Outdoor Education Unit given to each group. Group nominates one member of staff to be “Activity Leader”. Member of visiting staff to be present at all times	Low
Maintenance of equipment	Med	Regular statutory checks by supplier. Monthly checks by Centre staff (records kept by Centre Manager)	Low
Trapping Fingers	Med	Briefing given to each group by activity leader. Advice to include warning about handling planks and holding onto equipment	Low
Rope burns and grazes	Med	Briefing given each group by activity leader. Advice to include warning about sliding down ropes and advice on how to hold on. Arms and legs should be covered	Low
Lifting Injuries	Med	Briefing given to each group by activity leader. Briefing to include advice on lifting equipment and other people	Low
Slipping off beams/ wires	Med	Briefing given to each group by activity leader. ‘Spotters’ to be identified and briefed for each activity. Guidance on ‘Spotting’ should be read by all staff supervising the activity. Link to document on Outdoor Education Unit website: <a href="http://www.clusterweb.org.uk/UserFiles/CW/File/Policy/Outdoor_Education/Additional_Guidance/Low_Ropes_Courses_Spotting_0907.doc">http://www.clusterweb.org.uk/UserFiles/CW/File/Policy/Outdoor Education/Additional Guidance/Low Ropes Courses Spotting 0907.doc</a> Footwear must cover the whole foot and be secure. Weather conditions may lead to potentially slippery surfaces. Some elements may need to be omitted following risk assessment	Low

<b>Generic/mandatory risk assessment, used and acknowledged</b>		
Employer – risk assessment/ guidance used	-KCC Regulations and Guidance for Safe Practice of Offsite Activities (CD) Section A7 and A6	
Establishment – Risk assessment/ guidance used	- Hardelot Centre, Challenge Course document (prepared in consultation with Challenge Course supplier and Outdoor Education Unit)	
Alternative plans (Plan B/ Plan C)	-	
<b>Emergency contacts and procedures</b> Full emergency instructions given to group leaders. Contact on site: Centre Manager and/or caretaker		
<b>Review Comments</b>		
Risk assessment carried out by:	<b>Myriam Caron (Centre Manager)</b> 	Date: 01/02/2019
		Date of next RA: 31/01/2020
<b>Visit leader</b>	Visit Leader :	Authorising Officer/ Role:
Name and signature	Date:	