

<b>Activity Area:</b>	<b>Quad Bikes - Woodland</b>
<b>Minimum Staffing Level</b>	1 Instructor per group
<b>Staff/Pupil Ratio</b>	1:12
<b>Staff Qualifications</b>	In-house Training
<b>Maximum Number of Participants</b>	15
<b>Role of Accompanying Adult:</b>	Supervisor

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	Participants Instructor Observers	High 8	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing to run the activity safely.	Medium 6
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and scrapes are minimised by disciplined instruction being always maintained. First aid kit available always.	Low 5
Lightning and/or storms	Participants Instructor Observers	High 16	Instructor is not to run this session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	Medium 14
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP N: Drive).	Medium 14
Ruts	Participants Instructor	High 12	Instructor to perform a visual inspection of the track prior to commencing the activity and note any rutted areas to be avoided. Activity Instructor to perform a weekly inspection of the track and track surface and ensure that ruts are filled in or track is remodelled to avoid them.	Medium 9
Slippery track conditions	Participants Instructor	High 12	Instructor to monitor track & suspend or cancel session when conditions cause safety to be affected. All hazard areas are to be indicated to the participants by the instructor and participants briefed to reduce speed in those areas. Participant speed is to be regulated by the instructor.	Medium 9
Collision (general)	Participants Instructor	High 12	Instructor to ensure participants wear correctly fitted helmets when on the track. Instructor to ensure participant wears gloves, goggles, pads, long sleeves, and thick trousers while riding the vehicles. Instructor to brief group on correct riding position prior to commencing the activity, and to check that each participant adheres to it.	Medium 10
Collision with tyres/tyre barrier	Participants Instructor	High 12	Instructor to tour the track with participants at the beginning of the activity indicating slow corners and other likely collision sites. Each participant is to conduct a successful controlled brake, prior to being allowed solo track time. If they cannot perform a three rule brake check they cannot enter the course. In the event of a collision the instructor is to bring all vehicles to a stop and rebuild tyre barriers prior to vehicles re-starting.	Medium 7
Collision between moving vehicles	Participants Instructor	High 12	Instructor to brief the group prior to commencing the activity that participants must remain half a lap apart on the track if more than one quad on the track at a time.	Medium 7

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			Instructor to ensure that vehicles start their laps half a lap apart. Participants speed is to be regulated by the instructor to ensure they remain half a lap apart. Instructor to bring the second vehicle to a halt if the first stops for any reason.	
Instructor run over	Instructor	High 12	Instructor is to wear High Visibility Vests during session. Instructor is not to stand on the track where they may be hit by a moving vehicle.	Medium 9
Participant run over	Participants Observers	High 12	Instructor to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the group in the safe waiting area. Instructor to control access to the track, specifically preventing participants from entering the track whilst a vehicle is moving. Instructor to ensure participants remain on their vehicles until other vehicles have come to a stop, and until instructed to do so by staff.	Medium 9
Objects flicked up from tyres	Participants Instructor Observers	High 12	Instructor to perform a visual inspection of the track prior to commencing the activity and remove any debris. Activity Instructor to perform a weekly inspection of the track and track surface and remove any debris. Instructor must ensure that participants wear helmets.	Medium 9
Hot engine parts	Participants Instructor	High 8	Instructor to check prior to commencing the activity that all engine guards are securely fitted in place. Regular vehicle checks are carried out by a suitably qualified individual to ensure the vehicle is adequately covered. Instructor to brief participants prior to commencing the activity that they are not to touch any of the engine parts. Instructor to supervise participants climbing on and off the vehicles to ensure they do not touch engine parts. Instructor to ensure that anyone wearing long sleeves and long trousers prior to commencing the activity is fastened back and tucked away.	Medium 6
Body parts trapped in vehicle	Participants Instructor	High 12	Instructor to check prior to commencing the activity that all engine guards are securely fitted in place. Instructor to brief participants prior to commencing the activity that they are not to touch any of the engine parts. Instructor to supervise participants climbing on and off vehicles to ensure they do not touch engine parts. Instructor to ensure that any long or loose hair is fastened back and tucked away prior to each participant attempting the activity.	Medium 9
Equipment misuse	Participants Instructor	High 12	All equipment is to be securely locked away outside of activity periods and keys are to be kept locked separately from the vehicles. Only qualified staff is to have access to the keys and equipment.	Medium 9
Brake failure	Participants Instructor	High 12	Vehicles are to be checked on a weekly basis by a suitably qualified individual to ensure the brakes are working. Instructor is to check the operation of the brakes at the beginning of each session. Vehicles must not be used if the brakes do not operate properly. All vehicles that do not work correctly are to be reported immediately via the breakdown procedure and may not be used until fixed by a qualified individual.	Medium 9

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Accelerator sticking	Participants Instructor	High 5	Vehicles are to be checked on a weekly basis by a suitably qualified individual to ensure the accelerator is working freely. Instructor is to check the operation of the accelerator at the beginning of each session. Vehicles must not be run if the accelerator sticks or does not operate properly. All vehicles that do not work correctly are to be reported immediately via the breakdown procedure and may not be used until fixed by a qualified individual.	Medium 8
Poor vehicle control	Participants Instructor	High 9	Instructor to brief the group prior to commencing the activity on correct vehicle operation and good technique. Each participant is to conduct a successful controlled brake, prior to being allowed solo track time. If they cannot perform a three-rule brake check they cannot enter the course.	Medium 10
Vehicle rolling over	Participants Instructor	High 5	Instructor to brief the group prior to commencing the activity on correct vehicle operation and riding technique. Instructor is to use hand signals and audible commands to regulate the vehicle speed to a safe maximum. Instructor to perform a visual inspection of the track prior to commencing the activity and remove all possible ramps, stacked tyres and other causes of vehicles tipping over. If a ramp or cause of tipping becomes evident during the session, the instructor must stop the session and remove the threat before allowing the activity to continue.	Medium 10
Fuel spillages	Instructor	High 9	All vehicle refuelling is to be carried out away from the main track circuit by an instructor. All spillages are to be covered with sand. All refuelling to be carried out using a funnel. Fire extinguishers to be close to hand when refiling.	Low 12
Vehicle fires	Participants Instructor Observers	High 5	Fire extinguishers must be within easy access and no further than 10 meters from the entry point of the vehicle track. The activity instructor is to check weekly that the track is kept free from flammable materials. Instructor is to carry out a visual check of the track at the beginning of the session to ensure there are no flammable materials on the track.	Medium 8
Unauthorised access to track	All	High 12	Instructor to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the team in the safe waiting area. Instructor to control access to the track, specifically preventing non-participants from entering the track whilst a vehicle is moving. Instructors to stop the session if any unauthorised access is gained. Appropriate warning signs to be displayed at all access points to the track. Group leader to brief participants on arrival at centre that they may not access any activity without a suitably qualified instructor.	Medium 9

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