



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Karl Watson	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2022		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2023
<b>Group management</b> To be followed whilst playing games on site, during tutor sessions in the building, and free time	Completed by the Centre Manager in consultation with other staff	<b>Mobile reception / nearest landline</b>
		Varied / many locations across the site

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants</b> – getting lost or separated	<ul style="list-style-type: none"> <li>Safety brief given to all with continuous monitoring throughout the session</li> <li>Regular head counts throughout the session</li> <li>Walking speed should be appropriate for all members of the group</li> <li>Torches taken if needed &amp; explained how and when to use them</li> <li>Hi vis jackets worn where necessary</li> <li>Instructor to carry a torch where necessary</li> </ul>	4	2	8				
<b>All participants</b> – poor behaviour	<ul style="list-style-type: none"> <li>Safety brief given to all with continuous monitoring throughout the session</li> <li>Early intervention</li> <li>Continuous reminders of safety brief throughout the session</li> <li>Referral to learning objectives</li> </ul>	2	3	6				

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
	<ul style="list-style-type: none"> <li>Abandonment of session should instructor deem it unsafe to continue. External factors or poor behaviour</li> <li>Involve accompanying staff to assist with group &amp; maintain high standards of group control. Remove poorly behaved participants if needed, re-integrate when possible</li> <li>Enrichment tutors to inform duty instructor if they would like additional support during their sessions, dealing with any concerns with behaviour</li> <li>Regular breaks for rehydration &amp; comfort-will help to focus</li> </ul>							
<b>All participants</b> – going with an unknown adult/stranger	<ul style="list-style-type: none"> <li>Activity run in accordance with SOP's &amp; activity overview</li> <li>Safety brief given to all &amp; throughout the session</li> <li>Continuous monitoring of all participants throughout the session</li> <li>Involve visiting staff to provide assistance with group control</li> <li>'Private Property' signage is displayed at the main driveway</li> <li>All staff to wear uniforms or lanyards/ID badges</li> <li>CCTV 24hr at strategic points inside and outside of buildings and grounds</li> <li>24hr access to centre staff- either onsite or by phone when groups are in residence.</li> </ul>	4	2	8				
<b>All participants</b> – road traffic incident	<ul style="list-style-type: none"> <li>Activity run in accordance with SOP's &amp; activity overview</li> <li>Safety brief given to all participants &amp; continuous monitoring throughout the session</li> <li>Potential hazards pointed out to all participants</li> <li>Vigilance and excellent group management in place when crossing roads or walking along them</li> </ul>	5	2	10				

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
	<ul style="list-style-type: none"> <li>All participants made aware of your expectations</li> <li>Involve visiting staff to assist with group management</li> <li>High vis jackets to be worn by instructors and accompanying adults</li> <li>Adults to enclose the group – at the front &amp; at the back of the group</li> <li>Group to stop walking and move as far in as possible when met with traffic- as long as is safe to do so</li> <li>No children to leave the site without adult supervision</li> </ul>							
<b>All participants – injury within the grounds</b>	<ul style="list-style-type: none"> <li>No unsupervised children near the pond or stream</li> <li>Out of bounds areas clearly explained to groups on arrival</li> <li>Muster points set up for any activity where there is not direct supervision by an adult – eg Jumblies</li> <li>No trees to be climbed</li> <li>The mountain bike skills course, the driveway, past the pond, into the outdoor centre (unless resident) and any activity equipment are all out of bounds without adult/instructor supervision</li> <li>The maze is poisonous if ingested, this must be communicated to groups</li> <li>Equipment stores to remain closed when not in use</li> <li>Participants should not enter into equipment stores</li> <li>Walking around the centre</li> <li>Staying safe walking down the drive, keep a look out for vehicles</li> <li>Indoor footwear to be worn whist indoors</li> </ul>	5	2	10				

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
	<ul style="list-style-type: none"> <li>Workroom tables, once set up need to be checked for stability</li> <li>Any extension leads used to be clearly marked and made secure or a separate route around them made clear/obvious</li> </ul>							

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

<b>Please now pass this assessment to your manager for approval</b>				
<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>	21/2/22	<b>Manager's comments</b>
<b>Signature:</b>				