



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Carly Kew	<b>Group / Establishment:</b>	Great Wood / SSE Outdoors
<b>Date</b>	January 2024		

<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 2025
<b>Great wood field</b> – The field can be used for various activities and during free time under the group leaders' control. It is mentioned in the welcome brief explaining about the conditions of the field and to be aware it is not a flat sports field.	Site inspection, in consultation and agreement with instructors and GWT	<b>Mobile reception / nearest landline</b>
		Varied – poor Main office

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>Participants</b> Getting lost or separated	<ul style="list-style-type: none"> <li>Safety brief given to participants</li> <li>Boundaries clearly set</li> <li>Regular head counts</li> <li>Monitoring / observations during free time by visiting staff or GW staff</li> <li>Group to repeat back instructions</li> </ul>	3	1	3				
<b>Participants</b> Poor behaviour	<ul style="list-style-type: none"> <li>Activity/ safety brief given to all participants</li> <li>Expectations clearly laid out to all</li> <li>Early intervention</li> <li>Constant monitoring throughout the session</li> <li>Reinforcement of expectations if needed</li> <li>Session to be suspended due to bad behaviour</li> </ul>	2	1	2				

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>Instructors &amp; participants</b> Public right of way through Great Wood Camp	<ul style="list-style-type: none"> <li>Safety brief for all</li> <li>Expect public to stay to allocated path, not to roam around camp (gate to gate)</li> <li>Instructors/visiting staff to be aware or made aware of any persons using footpath</li> </ul>	4	1	4				
<b>Instructors &amp; Participants</b> Slips, trips and falls	<ul style="list-style-type: none"> <li>Safety/Activity brief for all participants</li> <li>Quality of field surface explained in welcome brief</li> <li>Grass length to be monitored</li> <li>Constant supervision by visiting staff during free time</li> <li>Large holes created by animals to be reported to GWT and filled in</li> </ul>	3	2	6				

\* [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>		<b>Manager's comments</b>
<b>Signature:</b>				