



Risk assessment form (H&S)

Name of assessor(s)	Karl Watson, Callum McMillan	Group / Establishment:	SSE
Date	January 2024		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2025
Buggy Building – Buggy building is an activity where participants will design and build a buggy using barrels, poles, planks, and rope. The buggy will be ridden upon, while other participants pull and steer, to perform tasks and challenges set by the instructor.	Onsite consultation with lead instructors and managers	Mobile reception / nearest landline
		Good reception /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				
All participants – Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> COP guidance regarding clothing to be followed. Releasable knot to be used. Hair to be tied back and/or tucked out of the way throughout session. Any jewellery to be removed at start of session. 	2	2	4				
All participants – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> Walking always expected. Group to be always kept under control. All staff to have first aid kit on session. 	2	2	4				
All participants – Extreme weather.	<ul style="list-style-type: none"> Check weather prior to start of session/day. Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening). Alternative activity identified if winds are high. 	2	3	5				

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		S	L	S x L				
All participants – Manual handling, lifting, and carrying equipment.	<ul style="list-style-type: none"> • Instructor to brief and monitor correct manual handling techniques to the participants. • Buggies should be built in a suitable area in accordance with weather and ground conditions. • Storage of the buggy building equipment should be as close to the activity location to avoid unnecessary lifting. • Participants to be encouraged to be aware of their surroundings when planning to move equipment. • Instructors to ensure the group have sufficient people to move large or heavy objects. • 	2	2	4				
All participants – Injuries/ Entrapments caused by equipment failure.	<ul style="list-style-type: none"> • A clearly defined area marked by cones for the buggies to stay within. • Only active participants to be allowed on the course when it is being used. • The course is not to include slopes or steep hills. • If a rope loop is being used to pull the buggies, participants must stand outside of the loop. • Buggy is to be checked by instructor before it can be used. • Equipment to checked regularly. • Equipment to stored away properly to avoid damage. • Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out. • Instructor to guide participants on construction as required. 	4	1	4				

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		S	L	S x L				
All participants – Injury from falling off the buggy	<ul style="list-style-type: none"> Participants briefed to keep their feet off the floor while the buggies are moving. Only two people to be on the buggy. Participants to hold onto the buggies while moving. Participants riding the buggy to wear helmets. 	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](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:	Ack Moore	Date:		Manager's comments
Signature:				