



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Callum McMillan	<b>Group / Establishment:</b>	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
This document assess generic <b>offsite educational visits</b> and risk factors associated with venues such as visiting a museum, gym or music venue  These visits may be undertaken where they clearly contribute to the aims of the programme	Desktop exercise	<b>Mobile reception / nearest landline</b>
		Venue specific

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> – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> <li>Walking always expected.</li> <li>Group to be always kept under control.</li> <li>Briefed to take care moving up or down the stairs.</li> <li>All staff to have first aid kit on session.</li> </ul>	2	2	4				
<b>All participants</b> – Extreme weather.	<ul style="list-style-type: none"> <li>Check weather prior to start of day</li> <li>Alternative activity identified if weather is not suitable for the day.</li> </ul>	2	3	5				
<b>All participants</b> – becoming separated	<ul style="list-style-type: none"> <li>Participants to be issued with an emergency contact telephone number they can call if they become separated.</li> <li>Regular meetings arranged and clear meeting points given to all.</li> <li>Continuous head counts by staff at meeting points.</li> </ul>	3	2	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>Participants to stay in groups, minimum of 4.</li> <li>Clear boundaries given to all students.</li> <li>Ratios in line with Outdoor Education &amp; external visits guidance (5-11yrs=1:12/11yrs+=1:20)</li> </ul>							
<b>All participants</b> – Route to destination.	<ul style="list-style-type: none"> <li>Routes there and back to be seen by manager beforehand.</li> <li>Approved SSE driver only for Minibuses</li> <li>Checked for any hazards on route.</li> </ul>	2	1	2				
<b>All participants</b> – Late back/lost individual or group	<ul style="list-style-type: none"> <li>Instructor / tutor to leave clear contact details and eta.</li> <li>Instructor / tutor to carry a mobile phone with the office / emergency contact number programmed in.</li> <li>The instructor will inform the duty instructor / nominated point of contact if they are to be more than 45 minutes late.</li> <li>If there has been no contact the nominated point of contact will attempt to contact the group if they are 45 minutes late.</li> <li>If no contact can be made emergency procedures will be put into place.</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>					