



Risk assessment form (H&S)

Name of assessor(s)	Carly Kew	Group / Establishment:	Great Wood / SSE Outdoors
Date	January 2025		


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 2026
Great wood field – 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. There are often holes, mole mounds and divots across the ground at camp.	Site inspection, in consultation and agreement with instructors and GWT	Is the assessment 'generic' or specific to the situation? G

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	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
Participants Getting lost or separated	<ul style="list-style-type: none"> Safety brief given to participants Boundaries clearly set Regular head counts Monitoring / observations during free time by visiting staff or GW staff Group to repeat back instructions 	3	1	3							

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	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
Participants Poor behaviour	<ul style="list-style-type: none"> Activity/ safety brief given to all participants Expectations clearly laid out to all Early intervention Constant monitoring throughout the session Reinforcement of expectations if needed Session to be suspended due to bad behaviour 	2	1	2							
Instructors & participants Public right of way through Great Wood Camp	<ul style="list-style-type: none"> Safety brief for all Expect public to stay to allocated path, not to roam around camp (gate to gate) Instructors/visiting staff to be aware or made aware of any persons using footpath 	4	1	4							
Instructors & Participants Slips, trips and falls	<ul style="list-style-type: none"> Safety/Activity brief for all participants Quality of field surface explained in welcome brief Grass length to be monitored Constant supervision by visiting staff during free time Large holes created by animals to be reported to GWT and filled in 	3	2	3							

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	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L

* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

Please now pass this assessment to your manager for approval																				
Name of assessor's manager:	Ack Moore	Date:	27/01/25	Manager's comments																
Signature:																				
<table border="1"> <thead> <tr> <th colspan="2">Risk Matrix</th> </tr> <tr> <th colspan="2">Risk Rating</th> </tr> </thead> <tbody> <tr> <td>Very High (VH) 15-25</td> <td>High (H) 10-12</td> </tr> <tr> <td>Medium (M) 5-9</td> <td></td> </tr> <tr> <th>Likelihood Descriptor</th> <th>Consequence</th> </tr> <tr> <td rowspan="5">Likelihood (Probability/Chance)</td> <td>Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.</td> </tr> <tr> <td>There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.</td> </tr> <tr> <td>The event has occurred before or could again. Between 35% - 65% chance of occurring.</td> </tr> <tr> <td>The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.</td> </tr> <tr> <td>The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.</td> </tr> </tbody> </table>					Risk Matrix		Risk Rating		Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9		Likelihood Descriptor	Consequence	Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	The event has occurred before or could again. Between 35% - 65% chance of occurring.	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.
Risk Matrix																				
Risk Rating																				
Very High (VH) 15-25	High (H) 10-12																			
Medium (M) 5-9																				
Likelihood Descriptor	Consequence																			
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.																			
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.																			
	The event has occurred before or could again. Between 35% - 65% chance of occurring.																			
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.																			
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.																			