



# Risk assessment form (H&S)

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

<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 2026
<b>Quantock Walks</b> – Tracking & trailing – identification of trees, leaves, animal prints and fungi. Various walks in and around the Great Wood Forest and surrounding areas, sometimes including shelter building & orienteering	Site visits and routes undertaken by centre manager and in consultation and agreement with instructors & FE	<b>Is the assessment 'generic' or specific to the situation?</b> 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
<b>Instructors &amp; participants</b> Slips, trips & falls	<ul style="list-style-type: none"> <li>Suitable footwear to be worn</li> <li>Participants briefed about safe movement across varied terrains</li> <li>Constant monitoring of participants, regular stops</li> <li>Regular head counts</li> <li>Visiting staff to support instructor throughout session</li> </ul>	1	3	3							

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<b>Instructors &amp; participants</b> Immersion in cold water	<ul style="list-style-type: none"> <li>Safety brief for all participants</li> <li>Safe areas to be clearly communicated to participants</li> <li>Weather forecast to be checked</li> <li>Constant monitoring from instructor and visiting staff members</li> </ul>	2	1	2							
<b>Instructors &amp; participants</b> Road traffic incident/ forestry traffic	<ul style="list-style-type: none"> <li>Safety brief given to all participants</li> <li>When using forestry roads, instruct group to walk in pairs</li> <li>Stop and move to side of road, if safe to do so, to let traffic pass</li> <li>Ensure adults at front and rear of the entire group and that they are wearing high vis clothing</li> </ul>	5	1	5							
<b>Instructors &amp; participants</b> Dehydration	<ul style="list-style-type: none"> <li>Fluid to be carried by everyone</li> <li>Extra snacks and fluids to be carried by instructors, especially for medical conditions</li> <li>Medications to be carried by instructor or visiting staff</li> <li>More sheltered routes can be taken to avoid heat</li> </ul>	3	1	3							
<b>Instructors &amp; participants</b> Damage to farmland, FE land and the environment	<ul style="list-style-type: none"> <li>To remain on footpaths always</li> <li>Gates to be left as found</li> <li>FE role explained</li> <li>Country code to be explained to all participants</li> <li>Not to disturb wildlife / farm animals</li> </ul>	1	1	1							

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<b>Instructors &amp; Participants</b> Contact with wild or domestic animals	<ul style="list-style-type: none"> <li>Maintain observation of the group</li> <li>Be aware of livestock in fields and make appropriate diversions</li> <li>Brief participants on quiet passage past livestock</li> <li>Briefed on contact with domestic animals, not to approach and to remain calm</li> </ul>	3	1	3							
<b>Instructor &amp; participants</b> Getting lost/going with an unknown person, missing participant	<ul style="list-style-type: none"> <li>Safety brief given to participants</li> <li>Maintain good group control</li> <li>Regular head counts</li> <li>Brief participants of boundaries continuously throughout session</li> <li>Leave a route card with all required info in the main building/Kilve court</li> <li>Follow emergency procedures if a participant goes missing</li> <li>Brief participants to stay still if they get lost and to reply to call outs for their name</li> </ul>	4	1	4							
<b>Instructors &amp; participants</b> Contamination	<ul style="list-style-type: none"> <li>Participants briefed on not picking up fecal matter or touching fungi</li> <li>Participants to wash hands on return to camp</li> <li>Monitoring of participants that may have ingested sea/river water</li> <li>Constant monitoring of participants throughout session by all staff</li> </ul>	3	1	3							

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<b>Instructors &amp; participants</b> Environmental factors	<ul style="list-style-type: none"> <li>Safety brief given to all participants</li> <li>Sensible route choice suitable for weather and group members ability</li> <li>Routes known to shorten walks in bad weather conditions / incidents</li> <li>Weather forecast to be checked</li> <li>Be aware of overhead branches, old trees in windy conditions</li> <li>FE alert emails to be adhered to</li> </ul>	3	1	3							

**Please now pass this assessment to your manager for approval**

<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>	27/01/25	<b>Manager's comments</b>	
<b>Signature:</b>					

\* 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](#).

Risk Matrix				Risk Rating					Consequence (Impact/Severity of Injury)				
				Very High (VH) 16-25	High (H) 10-12	Medium (M) 5-9		Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
				Likelihood Descriptor				Consequence Descriptor					
								<ul style="list-style-type: none"> <li>Near Miss.</li> <li>No treatment required.</li> </ul>	<ul style="list-style-type: none"> <li>First-Aid treatment (e.g. minor cuts, bruises, bumps)</li> </ul>	<ul style="list-style-type: none"> <li>Medical treatment</li> <li>Lost time of &gt;3 working days.</li> </ul>	<ul style="list-style-type: none"> <li>Serious injury/ medical treatment.</li> <li>Hospitalisation.</li> <li>Lost time (RIDDOR)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of life.</li> <li>Permanent disability.</li> </ul>	
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25					
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20					
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15					
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10					
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5					