



Risk assessment form (H&S)

Name of assessor(s)	Callum McMillan	Group / Establishment:	SSE Outdoors
Date	January 2025		

What is the workplace / activity:	How was the assessment done?	Next review date:
		January 2026
This document assess generic offsite educational visits 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 program	Desktop exercise	Is the assessment 'generic' or specific to the situation?

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
All participants – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> Walking always expected. Group to be always kept under control. Briefed to take care moving up or down the stairs. All staff to have first aid kit on session. 	2	2	4							

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		S	L	S x L					S	L	S x L
All participants – Extreme weather.	<ul style="list-style-type: none"> Check weather prior to start of day Alternative activity identified if weather is not suitable for the day. 	2	3	5							
All participants – becoming separated	<ul style="list-style-type: none"> Participants to be issued with an emergency contact telephone number they can call if they become separated. Regular meetings arranged and clear meeting points given to all. Continuous head counts by staff at meeting points. Participants to stay in groups, minimum of 4. Clear boundaries given to all students. Ratios in line with Outdoor Education & external visits guidance (5-11yrs=1:12/11yrs+=1:20) 	3	2	6							
All participants – Route to destination.	<ul style="list-style-type: none"> Routes there and back to be seen by manager beforehand. Approved SSE driver only for Minibuses Checked for any hazards on route. 	2	1	2							
All participants – Late back/lost individual or group	<ul style="list-style-type: none"> Instructor / tutor to leave clear contact details and eta. Instructor / tutor to carry a mobile phone with the office / emergency contact number programmed in. The instructor will inform the duty instructor / nominated point of contact if they are to be more than 45 minutes late. If there has been no contact the nominated point of contact will attempt 	3	2	6							

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	<p>to contact the group if they are 45 minutes late.</p> <ul style="list-style-type: none"> If no contact can be made emergency procedures will be put into place. 										
Minibus - breakdown or Hazard	<ul style="list-style-type: none"> All checks to be completed by driver prior to leaving as per check sheet with bus Group to be moved to safe space with supervising adult Driver to refer to paperwork in bus offering guidance. All repairs to be completed by SC operatives Contact the center with details of incident. 										
Poor behavior whilst travelling	<ul style="list-style-type: none"> Group supervising adult to be present on bus Adult to be positioned in back of bus Driver to stop in the case that behavior is extreme Group to be advised not to walk around and wear seatbelts remaining seated. 	2	2	4							
Boarding and exiting bus	<ul style="list-style-type: none"> Driver to check step is extending out Driver to park so group are not exiting into traffic 	4	1	4							

* 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:	Karl Watson	Date:	17/02/2025	Manager's comments
Signature:	K Watson			

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		• Near Miss. • No treatment required.	• First-Aid treatment (e.g. minor cuts, bruises, bumps)	• Medical treatment • Lost time of >3 working days.	• Serious injury/ medical treatment. • Hospitalisation. • Lost time (RIDDOR)	• Loss of life. • Permanent disability.
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