



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2026		

<b>What is the workplace / activity:</b>	<b>How was the assessment done?</b>	<b>Next review date:</b>
		January 2027
This document assesses 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 program	Desktop exercise	<b>Is the assessment 'generic' or specific to the situation?</b>

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>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							

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		S	L	S x L					S	L	S x L
<b>All participants – Extreme weather.</b>	<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> <li>Alternative activity identified if wind is too high (Yellow warning or higher)</li> <li>Regular shade and hydration breaks during the summer period</li> </ul>	2	3	5							
<b>All participants – becoming separated</b>	<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> <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>	3	2	6							
<b>All participants – Route to destination.</b>	<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 – Late back/lost individual or group</b>	<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</li> </ul>	3	2	6							

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	<p>they are to be more than 45 minutes late.</p> <ul style="list-style-type: none"> <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>										
<b>Minibus - breakdown or Hazard</b>	<ul style="list-style-type: none"> <li>All checks to be completed by driver prior to leaving as per check sheet with bus</li> <li>Group to be moved to safe space with supervising adult</li> <li>Driver to refer to paperwork in bus offering guidance.</li> <li>All repairs to be completed by SC operatives</li> <li>Contact the centre with details of incident.</li> </ul>										
<b>Poor behaviour whilst travelling</b>	<ul style="list-style-type: none"> <li>Group supervising adult to be present on bus</li> <li>Adult to be positioned behind bus</li> <li>Driver to stop in the case that behaviour is extreme</li> <li>Group to be advised not to walk around and wear seatbelts remaining seated.</li> </ul>	2	2	4							
<b>Boarding and exiting bus</b>	<ul style="list-style-type: none"> <li>Driver to check step is extending out</li> <li>Driver to park so group are not exiting into traffic</li> </ul>	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					
<b>Name of assessor's manager:</b>	<b>Luke Hoather</b>	<b>Date:</b>	<b>14/1/26</b>	<b>Manager's comments</b>	
<b>Signature:</b>	<i>L Hoather</i>				

Risk Rating				Consequence (Impact/Severity of Injury)				
Likelihood Descriptor		Consequence Descriptor		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
<b>Very High (VH)</b> 16-25	<b>High (H)</b> 10-12	<b>Medium (M)</b> 5-9	<b>Low (L)</b> 1-4	• 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.
<b>Likelihood (Probability/Chance)</b>	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	<b>Almost Certain</b>	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.	<b>Likely</b>	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.	<b>Possible</b>	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.	<b>Unlikely</b>	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.	<b>Rare</b>	L-1	L-2	L-3	L-4	M-5