



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Annouska Evans	<b>Group / Establishment:</b>	SORLS / SSE
<b>Date</b>	16/01/2020		

<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 2021
<b>Core activities – Including: Team building, wide games, rockets, maze, team games, pond dipping, circus skills, compass course, frisbee golf, cluedo, environmental art, jumbles and super teams.</b> This risk assessment sits alongside the general group control risk assessment. Core activities either have fixed permanent locations or areas chosen by the instructor with consideration to the group, weather conditions and time of day.	Desktop exercise	<b>Mobile reception / nearest landline</b>
		Varied/ Kilve main office or ODC office and Kitchen.

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 on same level	<ul style="list-style-type: none"> <li>Safety brief for all and continuous monitoring throughout session</li> <li>Potential hazards pointed out in advance</li> <li>Instructors &amp; supporting staff to be continuously monitoring for hazards</li> <li>Instructor to adopt a position of greatest use, in high risk areas</li> <li>Utilise supporting staff to assist with group control</li> <li>Participants to be wearing appropriate footwear as deemed by the instructor</li> </ul>	3	2	6				
<b>All participants</b> – slips, trips & falls from height (For activities/games)	<ul style="list-style-type: none"> <li>Safety brief for all including how to stand on crates and planks and continuous monitoring throughout session</li> <li>Instructor to discuss different types of acceptable</li> </ul>	3	2	6				

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where this is applicable)	lifting and demonstrate <ul style="list-style-type: none"> <li>A minimum of two participants on each side of spiders web to lift participants.</li> <li>No shoulder carrying or lifting without both hands</li> </ul>							
<b>All participants – getting lost</b>	<ul style="list-style-type: none"> <li>Safety brief for all participants</li> <li>Continuous monitoring throughout the session</li> <li>Regular head counts</li> <li>Where participants are being remotely supervised, groups must stay in teams of at least 3 and briefed to stay together</li> <li>Instructors to brief participants on safe movement across activity location depending on the task (i.e., walking for frisbee golf or running for jumblies)</li> <li>Torches if needed</li> <li>Hi vis jackets to be worn if needed</li> <li>Clear boundaries marked or explained to all involved</li> <li>Clear signal communicated as to the cease of the session and where they should meet</li> <li>Muster points set up for any activity where there is not direct supervision by an adult – eg Jumblies</li> </ul>	5	1	5				
<b>All participants – Splinters from wooden equipment</b>	<ul style="list-style-type: none"> <li>Wooden equipment and elements to be checked before session.</li> <li>Clear briefing for participants including not to slide hands along wood.</li> </ul>	2	2	4				
<b>All participants – Entrapment / crushing by equipment (Seesaw)</b>	<ul style="list-style-type: none"> <li>Clear briefing about where to stand.</li> <li>No participants on the edge of the equipment</li> <li>Participants not on the seesaw to stand well clear</li> <li>Instructor to stand where they can monitor and communicate with the group and ensure that they</li> </ul>	3	1	3				

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	remind participants of the above.							
<b>All Participants – Poor behaviour</b>	<ul style="list-style-type: none"> <li>Clear safety brief at beginning of session with expectations made clear to participants.</li> <li>Constant monitoring and reminding of group by instructor.</li> <li>Brief group staff on their role in supporting with managing behaviour.</li> <li>Reiteration of rules from safety briefing</li> <li>Early intervention by instructor in any poor behaviour.</li> <li>Abandonment of session should lead instructor deem it unsafe to continue due to poor behaviour.</li> </ul>	3	2	6				
<b>All Participants – Back injury from lifting (where applicable)</b>	<ul style="list-style-type: none"> <li>Instructor to brief and demonstrate lifting with bent knees and straight back.</li> <li>Clear safety brief at beginning of session with expectations made clear to participants.</li> <li>Constant monitoring and reminding of group by Instructor.</li> <li>Teamwork encouraged from participants when lifting. Including minimum numbers for lifting during certain teambuild elements</li> </ul>	3	2	6				
<b>All participants – contamination / poison</b>	<ul style="list-style-type: none"> <li>All participants briefed about the importance of not picking up faeces</li> <li>All participants briefed at the end of every session to go and wash their hands, thoroughly</li> <li>Close monitoring of anyone who has ingested stream/pond water</li> <li>Continuous monitoring and conversation throughout the session</li> <li>Brief participants about Yew and how it is poisonous if ingested. Our maze is grown from Yew</li> </ul>	4	1	4				

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<b>All Participants – Hit by flying object</b>	<ul style="list-style-type: none"> <li>Activities that involve launching rockets, instructor to closely supervise launching</li> <li>Close group control and monitoring of position</li> <li>Use group staff to help with this. Instructor to brief them.</li> <li>Activities that involve throwing or launching, participants briefed to ensure space is clear before throwing / launching object</li> <li>Appropriate choice of location for the activity to be made by the instructor</li> <li>Throws to be kept to a sensible and manageable height</li> <li>Activities taking place indoors, objects may not be thrown</li> </ul>	2	1	2				
<b>All participants - immersion in cold water (where applicable)</b>	<ul style="list-style-type: none"> <li>Safe areas to be clearly briefed to the group</li> <li>5m zone from edge of stream, unless needed for an activity as set out in activity brief</li> <li>If using the pond, participants briefed to sit down when using a pond dipping net</li> <li>If using the stream for pond dipping, instructor to define boundaries including staying out of any deeper areas</li> <li>Weather forecast to be checked before sessions and during the day, especially if extreme weather is forecast</li> <li>Continuous encouragement and guidance throughout the session</li> </ul>							

\* [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](#).

Please now pass this assessment to your manager for approval				
<b>Name of assessor's manager:</b>	Kirsty Darlington	<b>Date:</b>		<b>Manager's comments</b>
<b>Signature:</b>				