



Risk assessment form (H&S)

Name of assessor(s)	Kirsty Darlington	Group / Establishment:	SORLS / SSE
Date	16/01/2020		

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 2021
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 programme	Desktop exercise , centre manager	Mobile reception / nearest landline
		Venue specific

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				
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 – 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 	3	2	6				

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				
	<ul style="list-style-type: none"> 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 to make contact with the group if they are 45 minutes late If no contact can be made emergency procedures will be put into place 							

* [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				
Name of assessor's manager:	Kirsty Darlington	Date:		Manager's comments
Signature:				