



Risk assessment form (H&S)

Name of assessor(s)	Annouska Evans	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
Group management To be followed whilst playing games on site, during tutor sessions in the building, and free time	Completed by the Centre Manager in consultation with other staff	Mobile reception / nearest landline
		Varied / many locations across the site

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 – getting lost or separated	<ul style="list-style-type: none"> Safety brief given to all with continuous monitoring throughout the session Regular head counts throughout the session Walking speed should be appropriate for all members of the group Torches taken if needed & explained how and when to use them Hi vis jackets worn where necessary Instructor to carry a torch where necessary 	4	2	8				
All participants – poor behaviour	<ul style="list-style-type: none"> Safety brief given to all with continuous monitoring throughout the session Early intervention Continuous reminders of safety brief throughout the session Referral to learning objectives 	2	3	6				

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	<ul style="list-style-type: none"> Abandonment of session should instructor deem it unsafe to continue. External factors or poor behaviour Involve accompanying staff to assist with group & maintain high standards of group control. Remove poorly behaved participants if needed, re-integrate when possible Enrichment tutors to inform duty instructor if they would like additional support during their sessions, dealing with any concerns with behaviour Regular breaks for rehydration & comfort-will help to focus 							
All participants – going with an unknown adult/stranger	<ul style="list-style-type: none"> Activity run in accordance with SOP's & activity overview Safety brief given to all & throughout the session Continuous monitoring of all participants throughout the session Involve visiting staff to provide assistance with group control 'Private Property' signage is displayed at the main driveway All staff to wear uniforms or lanyards/ID badges CCTV 24hr at strategic points inside and outside of buildings and grounds 24hr access to centre staff- either onsite or by phone when groups are in residence. 	4	2	8				
All participants – road traffic incident	<ul style="list-style-type: none"> Activity run in accordance with SOP's & activity overview Safety brief given to all participants & continuous monitoring throughout the session Potential hazards pointed out to all participants Vigilance and excellent group management in place when crossing roads or walking along them 	5	2	10				

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	<ul style="list-style-type: none"> All participants made aware of your expectations Involve visiting staff to assist with group management High vis jackets to be worn by instructors and accompanying adults Adults to enclose the group – at the front & at the back of the group Group to stop walking and move as far in as possible when met with traffic- as long as is safe to do so No children to leave the site without adult supervision 							
All participants – injury within the grounds	<ul style="list-style-type: none"> No unsupervised children near the pond or stream Out of bounds areas clearly explained to groups on arrival Muster points set up for any activity where there is not direct supervision by an adult – eg Jumblies No trees to be climbed The mountain bike skills course, the driveway, past the pond, into the outdoor centre (unless resident) and any activity equipment are all out of bounds without adult/instructor supervision The maze is poisonous if ingested, this must be communicated to groups Equipment stores to remain closed when not in use Participants should not enter into equipment stores Walking around the centre Staying safe walking down the drive, keep a look out for vehicles Indoor footwear to be worn whist indoors 	5	2	10				

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	<ul style="list-style-type: none"> Workroom tables, once set up need to be checked for stability Any extension leads used to be clearly marked and made secure or a separate route around them made clear/obvious 							

* [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:				