

Written risk assessments are required for any activity where there may be perceived risks, so it would be impossible to imagine an off site visit without some sort of hazard or risk.

Leaders are expected to have enough experience of the activity, location, participants and environment to address significant threats to the welfare and safety of all participants and to anyone affected by the excursion, activity or, even, presence of group members.

A few general points about Risk Assessing.

Risk Assessments should be formal, **written** and uncomplicated.

- They should address **foreseen** and **significant** hazards and any risks to those in care or anyone affected by the activity.
- They should be **easy to understand**.
- They should be dated and **in date** when in use.
- **Generic** assessments deal with the activity type – e.g. Internal Ferry journeys or Farm Visits.
- **Location or Site** assessments deal with locations – e.g. Scapa Bay Foreshore.
- **Activity** assessments deal with specific activity – e.g. Sampling Stream Water at Inganess.
- **Travel Risk** assessments deal with risks associated with drivers, passenger safety and supervision – e.g. seat belt discipline and, for instance, crossing Paris by public transport.
- **Ongoing** assessments – these address unforeseen hazards occurring during activity.
- **Security and protection** issues are usually included in one or more of the above.
- **Ability and behavioural** assessments might address individuals in the group; these are usually reserved for special risks and hazards that might be created by requirements, attitude and aptitude of individual participants.

In their very simplest form, risk assessments might consist of nothing more than a discussion between the Head and Leader, during which any very minor risk might be identified and talked through. Generally speaking though, ALL risk assessing must be committed to paper but it need never be very complicated.

In their simplest **written** form, risk assessments might be only a list of hazards and solutions –

Bicycle journey (incomplete)

Hazard	Solution	Notes
Spikes (Puncture)	Carry spare tube	Some training is needed
Not being seen	Wear Bright 'Vest'	Purchase 12

In a more complex style of assessment it might be advisable to **GRADE** or **SCORE** the risk according to **LIKELIHOOD** (the most important) and then seriousness.

Bicycle journey (incomplete)

Hazard	Solution	Likelihood 1 low 10 high	Seriousness 10 high	Overall 'score'	Notes
Puncture	Spare tube	3	2	5 (not serious)	Inconvenience/training 12 needed 10 needed. Fitting session
Not being seen	Bright 'Vest'	10	9	19 (serious)	
Head injury	Helmets	10	10	20 (serious)	

A complex excursion to, say, an Italian Ski resort, will require a great deal of thought and probably include assessments of individual's abilities, activity risks, travelling dangers, resort safety, free-time and night-time risks as well as others. A whole 'safety package' will need to be drawn up by the organiser and contributions are likely to be needed from other leaders and maybe even participants themselves.

From Policy and Procedures PART ONE
Involving all leaders and participants in risk management.

'All leaders should, whenever possible, participate in risk assessing and there is a strong case for involving participants in risk management. So, whenever possible, establishment heads will encourage group leaders to allow all party members to contribute to the compilation of risk assessments. Not only might this instil a sense of party discipline and co-operation, but it may also assist in overall risk management strategies. Participants and other party members may benefit greatly by gaining such experience and, for older students particularly, it could be seen as vocational training.'

The form EX D5, provided for Risk Assessing, in Part Two is the preferred format but there is no intention to cramp the style of anyone who wishes to use a different method PROVIDED results are easy to understand.

VISIT TO BROUGH OF BIRSAY (incomplete)

Significant Hazard / Risk	Control Measures	LIKELIHOOD Evaluation H(igh) M(ed) L(ow)	Further Acton Required
Weather deterioration	Obtain forecasts suitable clothing	M	Suitability check. Leader carries spares
Danger from rising tide	Check tide tables Contact coastguard	L	Double check. locations Constant awareness
Cliffs near lighthouse	Careful Briefing and Control	H	Stay ONLY on made-up path. Leader ahead throughout

Written Safety Plans are advised for most excursions. These are usually based on personal site visits and assist in identifying specific risks and highlight possible dangers. A portion of one, related to the above, may look like this –

“The crossing to the Brough of Birsay is only safe (in good weather) between 2 hours after high water and until 1 hour after low water – beware of BST and GMT errors of interpretation. This gives a journey ‘window’ of approximately 5 hours. If it is quite windy (say force 5 upwards) from the North-west (or 15 degrees either side), then water may be forced onto the crossing during the normal window. When crossing, the group must be tightly controlled, as members will be tempted to dwell near pools, or where items brought in by the tide promote investigation. For this reason a leader should always set the pace, controlling any useful time spent investigating interesting educational features and should not dwell unduly during the crossing.”

On-going risk assessments

Risk assessing must always be dynamic - that is constantly under review. Group leaders must be capable of amending their risk management strategy if conditions or parameters change and must be able to make risk management decisions at the point of contact with unexpected or intensifying hazards or risks.

On return, these additional assessments should be added to the Risk Assessment Form retrospectively.

Risk assessments should be carried by leaders during activity and visits, so that they may be referred to or modified during the trip.

It is highly advantageous to involve party members in risk and safety management. Even quite young persons will understand the hazards of getting lost and why they need to stay in groups, look out for each other and meet leaders on time. It follows, therefore, that they can be asked to assist in formulating rules which could be used to keep them safe at a location or during activity. On a study excursion involving, say, a beach visit, party members could be asked to help identify risks in the area they will study. They then may be asked to say what differences there would be if the tide-line was higher, for instance, or how a strong onshore wind might affect their safety.

Party members should be given an opportunity to review an activity, to identify what was done well, where improvements could be made or when near-accidents may have occurred.

The Service recommends that Establishments share policies, guidance and associated risk assessments with one another. The Service's IntraNet would be a good vehicle for this and may reduce duplication of effort and spread good practise.

Associated text

- Policy Statements - Part One (POLICY) 2.10 & 3.2.
- Good Practise Guides – Part Two Section 5 GP G6.
- Evidence Trails – Part Two Section 5 GP G8.

RISK ASSESSMENT SUMMARY EX D7



FORM EX D7
WHITE 2 sides
Side 1 of 2

ESTABLISHMENT		
HEAD	EXCURSION LEADERS	
EXCURSION		
Dates of Excursion	Date Risk Assessments completed	Produced by Checked by

Number of Pages

RISK ASSESSMENT FORM EX D7 (EACH ACTIVITY MUST BE FULLY

ASSESSED ACTIVITY / RISK ASSESSMENT AREAS <small>(Each Activity/Area must be fully assessed and use a separate sheet)</small>	TYPE OF ASSESSMENT		CHECKS		Attached	LEADER IN CHARGE OF SAFETY BRIEFING
	<i>Generic</i>	<i>Specific</i>	<i>Read</i>	<i>Sign/Date</i>		

ASSESSED AND USE A SEPARATE SHEET)

TOPIC / TITLE

Significant Hazard / Risk	Control Measures	Likelihood Risk Evaluation Measure the Likelihood H(igh) M(ed) L(ow)	Further Action Required For any Med or High measurement Apply further control measures

Risks page ____ of ____

Checked by
Sign Date

RISK ASSESSMENT SUMMARY EX D7 (EXAMPLE)



ESTABLISHMENT		
SCAPA YOUTH GROUP		
HEAD	MR D HURST	EXCURSION LEADERS Mrs Dawson, Miss Short
EXCURSION		
VISIT TO BIRSAY HOSTEL, WOODLAND WALK, OVERNIGHT ACCOMMODATION AND MEALS.		
Dates of Excursion 14 MAY 2007	Date Risk Assessments completed 16 APRIL 2007	Produced by ...Mrs Dawson..... Checked byMr Hurst.....

Number of Pages 6 in total

ASSESSED ACTIVITY <i>(Each Activity must be fully assessed and may take several lines or a whole page)</i>	TYPE OF ASSESSMENT		CHECKS		Attached	LEADER IN CHARGE OF SAFETY BRIEFING
	Generic	Specific	Read	Sign/Date		
WALKING ALONG ROAD / CROSSING BUSY ROAD			X	X	X	Mrs Dawson
BUS JOURNEY OUT AND RETURN	X		X	X	X	Mr Hurst
HOSTEL ACCOMMODATION		X	X	X	X	Mrs Dawson
SITE VISIT TO LOCAL WOODLAND		X	X	X	X	Mr Hurst
SELF CATERING / COOKING EVENING MEAL		X	X	X	X	Miss Short

RISK ASSESSMENT FORM EX D7 (EXAMPLE) (EACH ACTIVITY MUST BE FULLY ASSESSED AND USE A SEPARATE SHEET)

TOPIC / TITLEWALKING ALONG ROAD / CROSSING BUSY ROAD.....

Significant Hazard / Risk	Control Measures	Risk Evaluation Measure the Likelihood H(igh) M(ed) L(ow)	Further Action Required
TRAFFIC ON ROAD	Walk on pavement; Safety briefing; participants in pairs; wear fluorescent vests.	M	Staff member at front middle and rear of group
MEMBERS OF PUBLIC	Ensure group stay together; leader awareness of all participants.	L	
SLIP, TRIP OR FALL	Walk route prior to activity; check step areas, kerbs or uneven surfaces; brief group.	M	Staff awareness of participants at step areas / crossing road
CROSSING ROAD	Fluorescent vests worn; use suitable location for crossing in sight of oncoming cars.	M	
WEATHER	Appropriate clothing and footwear – protection from rain, cold, snow, sun, wind – worn by group	L	