

## Guide to Completing a Risk Assessment

A risk assessment for any offsite visit can be broken down in to different elements (getting there, the activities, the environment etc.) and each element should have any hazards/risks identified along with the control measures to minimise those risks. When preparing a risk assessment for an off-site visit it is important to involve staff, and if possible, the young people, taking part.

<p><b>HAZARD</b></p>	<p>You only need to identify the hazards which could reasonably be expected to result in significant harm. You can look at each aspect of an off-site visit separately, or if it makes sense, combine more than one.</p> <p>Consider the main causes of death and serious injury:</p> <ul style="list-style-type: none"> <li>• Travel (road accident, crossing roads, using trains/underground etc)</li> <li>• Impact with something solid, e.g., collisions, falls from height, being struck by a falling object.</li> <li>• Hypothermia</li> <li>• Drowning</li> <li>• Medical condition/illness</li> </ul> <p>Each type of trip will have different hazards associated, for example:</p> <ul style="list-style-type: none"> <li>• The natural environment (steep drops, lochs/rivers/sea, livestock, falls from height, trip hazards, etc)</li> <li>• Built environment (crossing roads, balconies in hotels, crowds in stadiums etc)</li> <li>• Equipment (camping stoves, bushcraft tools etc)</li> <li>• Vehicles (mini buses, canoe trailers, coaches, trains etc)</li> <li>• Poorly maintained equipment (climbing gear, bikes, canoes and other craft)</li> <li>• Insects, wild animals and livestock (consider health risks such as Lyme disease and Ecoli 0157).</li> </ul>
<p><b>WHO MIGHT BE HARMED</b></p>	<p>Think about groups of people, e.g.</p> <ul style="list-style-type: none"> <li>• Participants</li> <li>• Group leaders and other staff</li> <li>• Other members of the public</li> </ul> <p>Pay particular attention to:</p> <ul style="list-style-type: none"> <li>• Disabled people or those with protected characteristics</li> <li>• Inexperienced participants</li> <li>• Younger children</li> </ul>
<p><b>CONTROLS</b></p>	<p>Once you have identified the hazards, think about what you have already done. It is not possible or desirable to remove all risks, but ask yourself if you have done enough to:</p> <ul style="list-style-type: none"> <li>• Ensure the benefits outweigh the risks</li> <li>• Comply with your organisations policies</li> <li>• Meet any recognised standards, such as those set out by National Governing Bodies</li> <li>• Comply with the law</li> </ul> <p>Think about:</p> <ul style="list-style-type: none"> <li>• Information and training for staff including volunteers, e.g., briefings, checklists etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Information for participants, e.g., safety briefings, checklists, videos, questionnaires etc</li> <li>• Emergencies, and what you can do in preparation to minimise the impact of any incident</li> <li>• Special arrangements for vulnerable participants or anyone with an existing medical condition</li> </ul> <p>If you need to do more:</p> <ul style="list-style-type: none"> <li>• Decide what still needs to be done</li> <li>• Set a date by which it should be done</li> <li>• Identify who is responsible for doing it</li> </ul>
<p><b>REVIEW &amp; REVISION</b></p>	<p>Set a date to review the assessment – things may have changed</p> <p>When you do the review, check that the control measures you put in place are still effective. If not, decide what else needs to be done and by when.</p> <p>If a risk assessment is to be used for multiple trips ensure it is updated when you introduce:</p> <ul style="list-style-type: none"> <li>• New activities</li> <li>• Locations</li> <li>• Equipment</li> <li>• Personnel</li> </ul> <p>Look for new hazards, and if necessary, follow the process again.</p> <p>In addition, a review is appropriate when something goes wrong, e.g.</p> <ul style="list-style-type: none"> <li>• After an accident or near miss</li> <li>• When any concerns are raised by participants</li> </ul>