

DESCRIPTION OF TASK / ACTIVITY	<p>Worked example of a Risk Assessment for a Routine & Expected Visit</p> <p>Local Youth Lead Project for after school activity for outdoor pitch games play</p> <p>Pick up of youth group participants from school estate and walk between activity playing fields and youth project centre.</p>
LOCATION	School to Local Park / Open Space / Playing Field

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e. what Control Measures are already in place?	Further Actions Required
1	Travel & Transport			
	Walking between school and activity site; with risk of collision with vehicles	Leader and participants	<ul style="list-style-type: none"> Planned route to use pavements and official crossing points All to be paired up for walking along pavements Two adults positioned appropriately for management of the group 	High Viz jackets when walking with primary ages pupils
2	Participants Health & Wellbeing			
	Safety and security of participants; risk of pupils being unaccounted for or participating without prior permission	Participants	<ul style="list-style-type: none"> Robust system in place for registration and communication with parents and young people Register to be taken on departure and head count on arrival Pre-planning of pupil groups and appropriate allocation of leaders 	
	Safety and security of participants; mixing with general public	Participants	<ul style="list-style-type: none"> Adequate staffing ratios are in place Regular headcounts of the group Leader training in place which covers group management 	
	Inappropriate behaviour	Participants and third parties	<ul style="list-style-type: none"> Behaviour expectations have been clearly established with participants Experienced Visit Leader in control 	
	Lack of access to prescribed medication	Participants	<ul style="list-style-type: none"> Ensure individual prescribed medication is accessible Appropriate first aid arrangements in place 	
3	Venue: local outdoor spaces and Youth Project Indoor spaces			

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	Access to planned route or activity space compromised, e.g. <ul style="list-style-type: none"> • Road works • Grass cutting • Closed for maintenance • Space in use by other users • Mixing with public 	Participants	<ul style="list-style-type: none"> • Appropriate communication in place • Experienced and skilled leader • Leader familiar with local area and use of alternative venues 	
4	Activity			
	Outdoor cooking could cause harm such as: <ul style="list-style-type: none"> • Burns • Food poisoning • Allergic reactions 	Participants	<ul style="list-style-type: none"> • See attached additional risk assessment 	
	Group Games where there is a chance of injury by: <ul style="list-style-type: none"> • Collision • Impact • Falling. 	Participants Third Parties	<ul style="list-style-type: none"> • See attached additional risk assessment for nominal high-risk games such as, tiddlywinks, rugby, dodgeball and bulldog style running games • All games should be age appropriate and played under the control of a nominated leader 	
	Play Parks where there is a chance of injury through miss use of equipment and injury caused by: <ul style="list-style-type: none"> • Collision • Impact • Falling. 	Participants	<ul style="list-style-type: none"> • Participants are allowed to play in a controlled manner and are supervised by the visit leaders. 	
5	Weather & Environment			

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	Adverse / forecasted weather affecting travel outside play arrangements	Participants	<ul style="list-style-type: none"> Obtain weather forecast if necessary and monitor on day Visit Leader to make decision on the day if the planned activity should go-ahead Adverse weather contingency plan must be communicated with base contact. 	
6	Emergencies			
	Lack of planning for action in the event of emergencies	Participants and Third Parties	<ul style="list-style-type: none"> Medical details and prescribed medicines carried Visit leader must be first aid trained and carry first aid kit appropriate the group size and activity type. Charged mobile phones carried by all staff with numbers shared List of leaders and participants details carried by all leaders List of leaders and participants details left with establishment-based contact 	
Prepared by:			Date:	
			Date for review:	
Checked and approved by:			Date:	