Risk Assessment Form

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| **Activity** | | **Outdoor field activities/Abseiling/Airsoft Firing Range** | | | | | | **Site/Location** | | | Woolley Edge Campsite | | | **Risk Assessment No.** | | | | OFA-LSC-01 | |
| **Person Completing Form** | | **Mark Isherwood** | | | | | | **Job Title** | | | Regional Academies Manager | | | | | | **Date** | 03/01/2020 | |
| **Review Date** | 2020 | | | | | **Reviewed By** | Mark Isherwood | | | | | | **Next Review Date** | | | Feb 2021 | | | |
| **Persons at Risk** | Employees | | | Learners | | | | |  | | | | | | 2021 | | | | |
| **Initial Risk Level (of the hazard, before implementing all of the Control Measures and Actions)** | | | | | | | | | | | | | | | | | | | |
| **Potential Severity of Harm (A)** | | | **3** | | **Likelihood of Harm Occurring (B)** | | | | | **3** | | **Initial Risk Level (A x B)** | | | | | | | **9** |

| **Hazard** | **Control Measures** | | | **Additional Control Measures** | | | **Action By** | **Action Target Date** | | **Action Complete (Initial)** |
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| Slips Trips and Falls | All participants to wear suitable footwear for the activities taking place  Where possible dedicated paths or walkways to be used  If walking at night adequate lighting to be used to manage activities, areas to be recced during daylight hours if possible to identify safe routes to take | | | Any accidents are to be reported to the H&S Manager  First Aid kit to be carried at all times and trained first aider to be part of any group. | | | Activity Lead | 28th Jan 2020 | |  |
| Getting lost/separation of groups | Where possible the activity leader to recce areas during daylight hours and get prior knowledge of any areas that are being used.  Maps of the areas and compass to be carried at all times by activity leader. | | | Working mobile phones to be carried at all times during activities  Activity leader to be with each group while out in the field, if the larger group splits into separate groups there should be a competent leader responsible for each individual group of learners. | | | Activity Lead | 28th Jan 2020 | |  |
| Weather conditions causing injury/illness | Suitable clothing to be worn for the weather conditions that the activity is taking place in  Activity leaders to look at weather forecasts for during the activity and plan accordingly  Ample food and drink based on the weather conditions that will be prevalent during the activities to be carried | | | Participants to take regular breaks for rehydration  If weather conditions deteriorate during the activity leaders to make a decision on continuing with the activity or cancelling and returing to the centre. | | | Activity Lead | 28th Jan 2020 | |  |
| Road traffic accident | If transportation is to be used to get learners and staff to and from the activity then the company providing this must eb checked for the correct documentation and insurances before signing any contracts – this must include driver documentation | | | Any person/s travelling in 3rd party vehicles must abide by any rules in place to ensure their safety – wearing of seatbelts etc.  Any staff who want to transport learners must have the correct insurances in place beforehand. | | | Activity Lead | 28th Jan 2020 | |  |
| Burns/scalds/minor cuts from use of equipment | Only trained staff trained to use any equipment during the activity/exercise  Hot liquids/food only to be dispensed into suitable containers | | | First Aid kit to be carried at all times and trained first aider to be part of any group | | | Activity Lead | 28th Jan 2020 | |  |
| Existing medical conditions | All participants to make any activity leaders aware of any existing medical conditions prior to the field activities taking place including the use of any medication required in the event of an incident (epipen etc.) | | | Any food allergies muist be disclosed prior to the activities taking place. | | | Activity Lead | 28th Jan 2020 | |  |
| Injury to leader/tutor/learner requiring urgent medical assistance | Working & charged mobile phone to be carried at all times by at least one member of the group.  Leader to know location of group at all times including where possible accurate map grid reference/co-ordinates | | | First aid kit (adequate for the numbers taking part in the activity) and trained first aider to be part of any group | | | Activity Lead | 28th Jan 2020 | |  |
| Injury from insect/wildlife/livestock causing injury | If livestock is present in any fields then activity should be redirected round the area where possible | | | Any person injured from wildlife/insects must be monitored for a suitable period of time afterwards to ensure there is no reaction to the injury. | | | Activity Lead | 28th Jan 2020 | |  |
| Food or water contamination | Cooking to take plce in suitable containers with food from known outlets. No ‘food’ to be picked/sourced or used during the activity where the origin is unknown  Pre bottled water or water from confirmed drinking outlets to be consumd during any activity. | | | Water purifying tablets to be carried if required – this should be discussed by activity leaders prior to starting the activity. | | | Activity Lead | 28th Jan 2020 | |  |
| Use of vehicles during exercise | If vehicles are used during any activity then only authorised persons are allowed to drive or operate them.  All users to follow any rules of use – seatbelts, maximum occupany rates, safe working loads etc. | | | Vehicles are to be driven within speed limits and on terrain that they are built for.  Vehicles should be maintained as per manufacturers instructions.  If vehicles require refuelling then this should only be carried out by trained and authorised persons | | | Activity Lead | 28th Jan 2020 | |  |
| Use of equipment/machinery during exercise | If equipment/machinery is used during any activity then only authorised persons are allowed to operate them.  All users to follow any rules of use – safe working loads etc. | | | Equipment/machinery should be maintained as per manufacturers instructions.  If machinery requires refuelling then this should only be carried out by trained and authorised persons  When using machinery user/operator must be aware of any other hazards in the area that could cause damage or injury – overhead power lines, underground services, culverts etc and carry out a specific risk assessment based on this. | | | Activity Lead | 28th Jan 2020 | |  |
| Manual handling | Any manual handing tasks should only be done by person/s capable of carrying them out with safe working loads and individual capabilities followed at all times.  Where possible mechanical aids should be used for any manual handling tasks | | | Loads to be shared out wherever possible to ensure that no individual struggles with the task being requested. | | | Activity Lead | 28th Jan 2020 | |  |
| Work at height | Any working at height must be strictly controlled and be assessed individually with a specific risk assessment prior to the activity taking place. | | | Any activity that involves ‘at height’ that is being carried out by a 3rd party provider (abseiling, climbing etc) must be checked for the correct documentation and insurances prior to taking place. | | | Activity Lead | 28th Jan 2020 | |  |
| Static airsofting range -(Bruising/broken skin/Minor cuts) Injury caused by incorrect use of weapons system or BB gun. Ricochet or bebound. | Induction on weapons system, only competent and trained staff in use. Safety equipment provided (googles/gloves) | | | Competent first aid trainer on site, first aid kit to be carried at all times and at firing point. No person will go any further than the firing point which is the safe area. Two instructors per 4 firiers. Range saftey brief issued prior to firing as well as a full induction on how equipment works. | | | Activy Lead – Staff Gareth Bradford | 28th Jan 2020 | |  |
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| Fire | If fires are being lit for cooking then these should be strictly controlled and managed by activity leaders at all times. Any learner horseplay involving fires should be strictly managed  Combustible products should be kept clear of any open fires – tents, personal belongings, sleeping bags etc. | | | Fire ligting equipment to be kept under strict control by activity leaders at all times | | | Activity Lead | 28th Jan 2020 | |  |
| **Residual Risk Level (after implementing all of the Control Measures and Actions)** | | | | | | | | | | |
| **Potential Severity of Harm (C)** | | **2** | **Likelihood of Harm Occurring (D)** | | **1** | **Residual Risk Level (C x D)** | | | **2** | |

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|  | | **Potential Severity of Harm** | | | **Residual Risk Level Actions** | | |
| **Slightly Harmful 1** | **Harmful 2** | **Extremely Harmful 3** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Likelihood of Harm Occurring** | **Highly Unlikely**  **1** | **Low Risk**  **1** | **Low Risk**  **2** | **Medium Risk**  **3** | **Proceed with Activity**  **under controlled**  **measures above** | **Reduce Risks Further ALARP** | **Do Not Proceed Without Referring to Your Manager First** |
| **Unlikely**  **2** | **Low Risk**  **2** | **Medium Risk**  **4** | **High Risk**  **6** |
| **Likely**  **3** | **Medium Risk**  **3** | **High Risk**  **6** | **High Risk**  **9** |

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| **This Risk Assessment must be communicated to those who are carrying out the task and should be recorded in the boxes below** | | | |
| **The above Risk assessment has been briefed to those individuals detailed below and they understand the requirements of the risk assessment.** | | | |
| **Name** | **Signature** | **Company** | **Date** |
| Terry Yates (Tutor) | T Yates | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Paul Shiliato (Tutor) | ;P Shilliato | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Emma Johnson (Admin) | Emma Johnson | Yorkshrie academy Wakefiled | 9th Mar 2020 |
| Martin Greening (ESO) | Martin Greening | Yorkshrie academy Wakefiled | 9th Mar 2020 |
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