

Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-08

Date: 01/02/2021	Conducted by: Scott Purdie
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: Camp Challenge/TEAM/Team Building Activities	Review date: 01/02/2022 <i>[NB Annual anniversary as a minimum]</i>

Risk aspect	Contributory Factors	Likelihood	Conseq - uences	Risk Rating	Risk Control Measures	Likelihood	Conseq - uences	Final Risk Rating
Minor falls/trips	<ul style="list-style-type: none"> > Equipment on ground > Tree roots sticking out >Slippery surfaces when wet > Honkey nuts and debris on ground > Inattention to surroundings > Shoelaces not done up >tripping over logs on ground 	5	2	10	<ul style="list-style-type: none"> >Ppt’s warned of slippery terrain and hazards at ground level >Ppt’s to ensure shoelaces are tied before commencing. >Area kept clear, raked if necessary before group arrives >Activities to be setup in areas clear from obstacles 	2	2	4
Snake/Insect Bites	<ul style="list-style-type: none"> > Adventure area not inspected prior to use > Tall grass surrounding area > Time of year > Ppts wandering off without asking > Ppts wearing inappropriate 	3	4	12	<ul style="list-style-type: none"> >Area to be monitored at all times for snakes >Tall grass to be cut >No items to left out on floor for snakes/spiders to hide in >Ppts to wear appropriate 	1	4	4

	clothing and footwear				footwear and to be made aware of danger >When snakes are sighted a safety alert is issued to the village.			
Dehydration	<ul style="list-style-type: none"> > Lack of adequate water supplies > Too much exposure to sun > Time of day that activity is run > Sunburn/sunstroke > Hot and humid conditions > Limited shade available > Ppts not being sunsmart (hat, sunscreen etc.) 	5	2	10	<ul style="list-style-type: none"> >Ensure all participants have adequate water supplies to last session >Ensure adequate shade is provided for group >Additional water to be available if needed >Sunscreen to be provided as needed >Advise all ppts to wear a hat. 	2	2	4
Bad Weather	<ul style="list-style-type: none"> > Instr not aware of forecasted weather > Sudden change in weather > Lightning strikes > extreme winds 	4	2	8	<ul style="list-style-type: none"> >Forecast gained during and postponed if deemed too dangerous >If thunderstorms are to occur, instr to enforce appropriate action 	2	2	4
Rope Burn	<ul style="list-style-type: none"> > Ropes wrapped around limbs > Inattention to situation > Unnecessarily holding onto ropes 	5	3	15	<ul style="list-style-type: none"> >Ropes not to be wrapped around limbs when in use. >Clear instructions to ppts with hazard warnings 	2	3	6
Injuries including head injuries	<ul style="list-style-type: none"> > Honkey nuts getting thrown by ppts > Ppt swinging back into tree after falling off wires > Spotters not paying attention > Participants dropped during lifting exercises >Participant hit in head from other group members as they go through tangle web 	3	4	12	<ul style="list-style-type: none"> > A full demo safety brief given >Activities chosen should be appropriate and to the level of groups ability >Ensure adequate supervision of groups by instructors/ teachers/ parents >spotters to be properly 	2	4	8

					<p>briefed and paying attention at all times</p> <ul style="list-style-type: none"> >participants trained how to safely use the low ropes and to let go and step off if falling >Ensure group is not rushing too quickly through tangle web and is aware of risk of potentially hitting other group members if they are not paying attention 			
Road Traffic and interaction with members of public	<ul style="list-style-type: none"> >participants being struck by vehicle crossing the road >Members of public acting inappropriately around the group 	4	4	16	<ul style="list-style-type: none"> >Instructors to supervise group at all times >group to stop at roads and cross in a controlled manner as a group >road rules to be obeyed >Inappropriate public behaviour to be reported to the appropriate authorities 	1	4	4
Drowning	<ul style="list-style-type: none"> > Ppt have limited swimming abilities > Ppt trapped underwater > PFD falls off non swimming participant > RIPs > Strong under currents > Ppts getting tired > Not enough supervision 	4	5	20	<ul style="list-style-type: none"> >Instructors aware of ppt swimming ability >regular headcounts done throughout the session >Instructors trained/able to perform deep water rescue >Ppt are fitted with correct fitting PFD prior to entering water >Activity plan to reflect level and ability of group >ensure instructor to student ratio is met 	1	5	5

See Also Mini Golf – Separate Risk Assessment

Risk calculation table

Likelihood	Consequences/Impact				
	Insignificant <i>No injuries/low financial loss</i>	Minor <i>First aid /medium financial loss, on site release immediately contained</i>	Moderate <i>Medical treatment/high financial loss. On site release contained on site with external resources</i>	Major <i>Extensive injuries/major financial loss. On site release contained on site with external resources</i>	Catastrophic <i>Death/huge financial loss. Toxic release with detrimental effect. Serious public or media outcry</i>
	1	2	3	4	5
5 - Almost certain Expected to occur in most circumstances	M (5)	H(10)	E(15)	E(20)	E (25)
4 – Likely Will probably occur in most circumstances	M(4)	H(8)	H(12)	E(16)	E(20)
3 – Possible Might occur at some time	L(3)	M(6)	H(9)	H(12)	E(15)
2 – Unlikely Could occur at some time	L(2)	M(4)	M (6)	H(8)	H(10)
1 - Rare May occur only in exceptional circumstances	L(1)	L(2)	L(3)	M(4)	M(5)

LEGEND

E (15-25)	Extreme Risk – Not permitted
H (8-14)	High Risk – Continuous monitoring of the controls measures.
M (4-7)	Moderate Risk – Permitted under supervision
L (1-3)	Low Risk - Manage by routine procedures