

Risk Assessment Form – Outdoor Education & Activities

Risk Assessment reference Number: ACT-17

Date: 13/11/19	Conducted by: Scott Purdie
Department: Activities	Approved by: Kim Tantrum Department Manager
Area being assessed: Mini Golf	Review date: 1/12/20 <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 curbing 	5	2	10	<ul style="list-style-type: none"> >Ppt’s warned of slippery terrain and hazards at ground level >Area kept clear, raked if necessary before group arrives 	2	2	4
Equipment Failure	<ul style="list-style-type: none"> > Equipment being incorrectly used > Equipment not being stored and maintained properly > Equipment left outside to be damaged by environment or people 	3	2	6	<ul style="list-style-type: none"> >Equipment to be stored away in when not in use >Equipment checked regularly and damaged equipment to be removed/repared 	1	2	2
Snake/Insect Bites	<ul style="list-style-type: none"> > Area not inspected prior to use 				<ul style="list-style-type: none"> >Area to be monitored at all times for snakes 			

	<ul style="list-style-type: none"> > Tall grass surrounding area > Time of year > Ppts wandering off without asking > Ppts wearing inappropriate clothing and footwear 	3	4	12	<ul style="list-style-type: none"> >Tall grass to be cut >No items to left out on floor for snakes/spiders to hide in >Ppts to wear appropriate footwear and to be made aware of danger 	1	3	3
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 	2	2	4
Bad Weather	<ul style="list-style-type: none"> > Instr not aware of forecasted weather > Sudden change in weather > Lightening strikes > extreme winds 	4	2	8	<ul style="list-style-type: none"> >Forecast gained during winter months and postponed if deemed too dangerous >If thunderstorms are to occur, instr to enforce appropriate action 	2	2	4
Head Injuries	<ul style="list-style-type: none"> > Honkey nuts getting thrown by ppts > Ppt swinging clubs around > Ppts hitting golf balls excessively hard >Blindfolded participants 	3	3	9	<ul style="list-style-type: none"> >Area raked/cleared before activity commencement >Groups to be supervised to ensure no dangerous behaviour >Briefing to include appropriate use of clubs and how hard to hit the golf balls >Participants to be spotted by partners when blindfolded 	2	2	4

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