



Risk assessment form (H&S)

Name of assessor(s)	Tom Tier	Group / Establishment:	SORLS / SSE
Date	06/12/2018		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2019
Buggy Building – Buggy building is an activity where participants will design, plan and build a buggy using barrels, poles, scaffold planks and rope. The buggy will be ridden upon, while other participants pull and steer, to perform tasks and challenges set by the Instructor. Course for buggies will be set out by cones.	Onsite	Mobile reception / nearest landline
		Good reception /main office

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
All participants and Instructors – Manual handling from lifting and carrying equipment	<ul style="list-style-type: none"> Instructor to brief and monitor correct manual handling techniques to the participants Buggies should be built at the start of the competition area to avoid carrying the buggies once constructed Storage of the buggy building equipment should be as close to the activity location to avoid unnecessary lifting and carrying when setting up the activity Participants to be encouraged to be aware of their surroundings when planning to move or place any heavy equipment Instructor to ensure the group have sufficient people to move large or heavy objects 							

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
All participants, Instructors and other people in the immediate vicinity – Entrapment or crush injuries caused by being run over by the buggy	<ul style="list-style-type: none"> A clearly defined 'competition area' marked by cones for the buggies to stay within Only 'active' participants to be allowed on the course when it is being used The competition area not to include slopes or hills steep enough to allow the buggies to roll out of control If a rope loop is being used to pull the buggies, participants must stand outside of the loop Instructors to brief participants to move out of the path of the buggy if it starts going too fast or if they are losing balance 							
All participants – Entrapment or entanglement injuries from getting caught in the moving parts of buggy	<ul style="list-style-type: none"> Any excess ropes to be tied away Long hair to be tied back Any loose clothing or jewellery to be removed or tucked away 							
All participants – Injury from falling off the buggy	<ul style="list-style-type: none"> Participants riding on the buggies briefed to keep their feet off the floor while the buggies are moving The number of people on the buggy shall be determined by the Instructor. Dependent upon the size, type and stability of buggy constructed plus an even ratio of 'riders' to those pulling the buggy Participants to hold onto the buggies while riding 							
All participants – Injury from buggy falling apart or unsafe construction	<ul style="list-style-type: none"> Instructor to check buggy is safe to use before allowing participants to ride Instructor to guide participants on construction as required 							

* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:		Date:		Manager's comments
Signature:				