

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Getting lost or separated	<p>Activity run in accordance with standard operating procedures (SOPs) and activity notes</p> <p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Regular head counts</p> <p>Walking speed should be appropriate</p> <p>Torches if needed</p> <p>Hi visibility jackets available if needed</p> <p>A member of staff should be at the front unless it is clear and safe to let participants go ahead. Clear stopping points should be explained.</p> <p>A member of staff should be remain at the back of the group</p>	3	1	3				

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Participants and visiting staff Instructor	Poor behaviour	<p>Activity run in accordance with standard operating procedures (SOPs) and activity notes</p> <p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Instructor training</p> <p>Early intervention</p> <p>Reinforcement of ground rules</p> <p>Referral to learning objectives</p> <p>Abandonment of session should lead instructor deem it unsafe to continue due to poor behaviour / external factors</p> <p>Utilise visiting staff to maintain high standards of group control / remove poorly behaved participants and re-integrate when/if possible</p>	2	3	6				
Participants	Stranger danger	<p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Utilise visiting staff to maintain high standards of group control</p>	2	1	2				

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Participants and visiting staff Instructor Members of the public	Road traffic accident	<p>Activity run in accordance with standard operating procedures (SOPs) and activity notes</p> <p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Potential hazards pointed out</p> <p>Vigilance and good group management when crossing and walking along roads making the participants aware of your expectations</p> <p>Utilise visiting staff to maintain high standards of group control</p> <p>High visibility jackets available should the instructor deem necessary</p> <p>Walking in a controlled manner with a responsible adult at the front and back of the group may be necessary.</p> <p>Group may need to stop at the side of the road to let traffic past.</p>	4	1	4				

Assessor's Signature – Where a review takes place resulting in no changes to the assessment and risk rating this form can be re-signed, dated, any relevant comments made and a note added for the next review date.					
Print	T DARLINGTON	Date	20/3/19	Comments	
Sign					