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| **Name of activity/ event/ location** | **Activities outside the meeting place (close proximity to HQ)** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **Before each activity away from the normal meeting place.** |

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| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Roads and Traffic** – injuries from collissions between vehicles and people | Young people, leaders | When crossing a road, a Leader/Adult will stand in the road on the appropratie traffic side when safe to do so and signal to any arriving traffic to stop. Everyone else will walk inbetween when all clear given by Leaders/adults in the road.  Activities should finish and group return to HQ 15 min before session end to prevent interaction with parents arriving in cars for collection |  |
| **Weather** – rain prior and during the activity, hot weather causing heat exhaustion or sun stroke. | Young people, leaders | Leader to monitor weather forecast in advance, if heavy rain forecast then alternative activity to be planned.  Weather check prior to the start.  Participants advised on suitable clothing to wear and carry (including sun protection and waterproofs), leaders to check everyone suitably equipped at start and have a few spares available.  Leaders to monitor young people and return to HQ if too hot or weather deteriorates.  Everyone to bring a filled water bottle, |  |
| **Terrain –** uneven ground, branches, nettles etc, | Young people, leaders | Leaders to check the outdoor spaces to ensure the surfaces suit the planned activites, free of obsticals which may cause hazards.  Participants advised on suitable footwear and checked at start.  Young people to be briefed on behaviour in the environment, including avoiding brambles, nettles etc  First aid kits to be carried by leaders, all to be encouraged to wear long trousers if concern over foliage or ticks. |  |
| **Security** – lost children etc | Young people | Clear boundries set with all present  Close gate to HQ grounds if only operating within this area  Leaders to moniotor young people and ensure no wandering off  Number off so regular head counts can be undertaken  Lost child plan in place and implemented if required |  |
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