| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = Low** | **Control measures** | **Is this control in place?****Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inadequate preparation for outdoor adventure activities |  | Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparationStudent separated from group | H | Permission for participation in activity received from parent/guardian |  |  |  |  |
| Information on particular medical conditions has been received and recorded by person organising the outdoor adventure activity |
| Safety instructions provided to students including information on correct clothing and equipment required |
| Appropriately stocked first-aid kit and trained first-aider available |
| When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that: |
| Risks have been assessed and the provider’s staff are competent to instruct and lead participants of the group’s age range on the activity |
| The equipment is appropriate and that its safe condition is checked before each use |
| Adequate number of supervisory adults present |
| The principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit |
| Safety briefing for adults assisting in supervision |
| Head count carried out before departure and before return journey |
| Supervisor(s) has a fully charged mobile phone |
| Students made aware of action to take if separated from group |
| Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need |

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = Low** | **Control measures** | **Is this control in place?****Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Road collisionUnsafe road travel arrangements |  | Serious injury/ death | H | Weather conditions are assessed prior to trip’ beforeSafety belts must be worn where students are being transported by roadSafety belts must not be shared |  |  |  |  |
| Extreme weather conditions |  | HypothermiaHeatstroke | H | Weather conditions assessed on the day and considered suitable for activity |  |  |  |  |
| Defective equipment |  | General injuries | H | Visual inspection of school owned equipment such as canoes, helmets, buoyancy aids, ropes before each use |  |  |  |  |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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