

School Offsite Activity (Outdoor Adventure Activity) – Risk Assessment Template No. 72 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = 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 preparation Student 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				

School Offsite Activity (Outdoor Adventure Activity) – Risk Assessment Template No. 72 cont'd. (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = 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 collision Unsafe road travel arrangements		Serious injury/death	H	Weather conditions are assessed prior to trip' before Safety belts must be worn where students are being transported by road Safety belts must not be shared				
Extreme weather conditions		Hypothermia Heatstroke	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.

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Risk Assessment carried out by: _____

Date: / /