

ACTIVITY: Outdoor Activities	DATE OF ASSESSMENT: 06/03/2018	ASSESSMENT REVIEW DATE: 06/03/2019
VENUE & ADDRESS: Applicable at all outdoor venues and outdoor activities		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell		SIGNED:

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
Water (ponds, rivers etc)	Young people, staff, volunteers could drown if they fall in the water, or could suffer other injuries from falling, could develop hypothermia.	<ul style="list-style-type: none"> Outdoor venues are visited beforehand and assessed Young people are supervised by staff and volunteers during the activity Mobile phones available and ready to use Sufficient phone signal or an alternative method of communication available Up to date emergency contacts for all FFL staff are first aid trained First aid kit is easily accessible and ready to use Young people are made aware of boundaries at outdoor venues 	<ul style="list-style-type: none"> Staff to young person ratio is 1:8 Get extra staff, volunteers or parents/carers to supervise if necessary Minimum of 2 members of FFL staff to attend activity Volunteers are made aware of any potential risks on the activity plan Member of staff to go in ambulance 	Session leader and staff	Before and during the activity	
Roads/Car parks	Young people, staff, volunteers could suffer minor, serious or fatal injuries if struck by vehicles in car park or on road.	<ul style="list-style-type: none"> Meeting point in a safe place Outdoor venues are visited beforehand and assessed Young people are supervised by staff and volunteers during the activity Mobile phones available and ready to use Sufficient phone signal or an 	<ul style="list-style-type: none"> Staff to young person ratio is 1:8 Get extra staff, volunteers or parents/carers to supervise if necessary Minimum of 2 members of FFL staff to attend activity Volunteers are made aware of any potential risks on the activity plan 	Staff	Before and during the activity	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
		alternative method of communication available <ul style="list-style-type: none"> • Up to date emergency contacts for all • FFL staff are first aid trained • First aid kit is available and ready to use • Young people are made aware of boundaries • Parents/carers accompany young people to the safe meeting point and collect their child (unless agreed otherwise) • Everyone signs in and out 	<ul style="list-style-type: none"> • Parents/carers are informed of the safe meeting point prior to the session 			
<p>Open spaces</p>	<p>Young people, staff, volunteers could run off or get lost and suffer injuries.</p>	<ul style="list-style-type: none"> • Everybody to sign in and out • Group stays together where possible • Regular head counts • Safe meeting place is agreed with the group and communicated to the group (in case anybody got lost) • Outdoor venues are visited beforehand and assessed • Young people are supervised by staff and volunteers during the activity • Mobile phones available and ready to use • Sufficient phone signal or an alternative method of communication available • Up to date emergency contacts for all 	<ul style="list-style-type: none"> • Volunteers are made aware of any risks on the activity plan • Volunteers are made aware of any young people that are likely to run off on the activity plan • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 	<p>Staff and volunteers</p>	<p>Before and during the activity</p>	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Staff are aware of any young people who are likely to run off • FFL staff are first aid trained • First aid kit is available and ready to use 				
<p>Weather</p>	<p>Young people, staff, volunteers could suffer from sunburn, dehydration, heat stroke if the weather is hot. They could become ill, or suffer from hypothermia if it's cold. Severe weather (such as strong winds) could also cause injury.</p>	<ul style="list-style-type: none"> • Have a contingency plan (where possible) • Make sure everybody is wearing suitable clothing • Outdoor venues are visited beforehand and assessed • Young people are supervised by staff and volunteers during the activity • Mobile phones available and ready to use • Sufficient phone signal or an alternative method of communication available 	<ul style="list-style-type: none"> • Check the weather forecast • Take snacks/drinks • Up to date emergency contacts for all • Staff to young person ratio is 1:8 • Member of staff to go in ambulance • Minimum of 2 members of FFL staff to attend activity • Where possible, advise the group on suitable clothing 	<p>Session leader</p>	<p>Before and during an activity</p>	
<p>Toilets</p>	<p>Young people, staff, volunteers may need to use the toilet while we are outside at an activity.</p>	<ul style="list-style-type: none"> • Outdoor venues are visited beforehand and assessed • Ensure there are accessible toilets • Check that nobody needs the toilet before you start • Staff to keep track of who has gone to the toilet and how long they have been • 2 volunteers/staff to go into the toilet to look for young person • Other members of the public could be using the toilets at the same time – families are aware of this 	<ul style="list-style-type: none"> • If there are no toilets at an outdoor venue then families need to be made aware prior to the session (where possible notify families of the nearest toilet) • Volunteers know not to go into the toilets with the young people. If necessary this can be reminded on the activity plan 	<p>Staff and volunteers</p>	<p>Prior and ongoing during an activity</p>	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
Slips, trips and falls	Young people, volunteers, staff may suffer injuries if they slip on uneven ground or trip over objects.	<ul style="list-style-type: none"> • FFL staff are first aid trained • Location of first aid kit known and easily accessible • Ensure everybody is wearing appropriate footwear • Outdoor venues are visited beforehand and assessed • Young people are supervised by staff and volunteers during the activity • Mobile phones available and ready to use • Sufficient phone signal or an alternative method of communication available • Up to date emergency contacts for all 	<ul style="list-style-type: none"> • Staff and volunteers to keep eye out for any things that could be tripped over and where possible hazard to be removed • Session leader to make other staff and volunteers aware of anybody with mobility difficulties who may need extra support on the activity plan • Minimum of 2 members of FFL staff to attend activity • Staff to young person ratio is 1:8 • Member of staff to go in ambulance • Any potential risks to be identified on the activity plan 	Staff and volunteers	Ongoing during an activity	
Other members of the public	Young people, volunteers, staff could get lost in a crowd or could be harmed by another member of the public	<ul style="list-style-type: none"> • Young people are well supervised by staff and volunteers during the activity • Mobile phones available and ready to use • Sufficient phone signal or an alternative method of communication available • Up to date emergency contacts for all • All attendees are made aware of the possibility of crowds • Everybody signs in and out • Safe meeting place • Regular headcounts 	<ul style="list-style-type: none"> • Friends for Leisure staff easily recognisable • Decide on and communicate a meeting point in case anybody gets lost • Risks acknowledged on the activity plan • Minimum of 2 FFL staff • Staff to young person ratio is 1:8 	Staff	Ongoing during an activity	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
<p>Individuals</p>	<p>Young people and volunteers may have needs that require extra support or behaviour that requires more supervision</p>	<ul style="list-style-type: none"> • Young people and volunteers are assessed before coming to an activity and staff are aware of any potential problems • Young people are paired with a volunteer or member of staff if they may require extra support – acknowledged on the activity plan • Extra staff are asked to attend if low on volunteers • Up to date emergency contact numbers are available for all • Mobile is charged and ready to use • Session leader is advised if a new young person or volunteers is attending for the first time – acknowledged in session plan • P.A's are welcome at our activities to support an individual young person • Parents may be asked to stay to support their child if the child needs more supervision 	<ul style="list-style-type: none"> • Individual risk assessments will be put in place for individual young people if required • Information that volunteers need to be aware of will be outlined on the session plan • Minimum of 2 FFL staff • Staff to young person ratio is 1:8 	<p>Staff</p>	<p>Ongoing before activity.</p>	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
<p>Young person or Volunteer or Member of Staff is injured or ill</p>	<p>Person who is ill, other volunteers and other young people may be left alone or unsupervised</p>	<ul style="list-style-type: none"> • Up-to-date emergency contact numbers available for each person at the session • Each person is assessed and staff are aware of any health problems they may already have • Mobile phones are charged and ready to use 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio of 1:8 • Young people well supervised at all times by staff and volunteers • Member of staff to go in ambulance • First aid kit is easily accessible and ready to use • FFL staff are first aid trained • Risks acknowledged in the activity plan • Ensure the session is adequately staffed 	<p>Staff</p>	<p>Ongoing at activity</p>	
<p>Not all volunteers are DBS checked</p>	<p>Not all the volunteers are DBS checked as it is a group setting</p>	<ul style="list-style-type: none"> • Staff are aware which volunteers do and do not have a DBS check. • Staff ensure that none of the volunteers without a DBS check are left alone with a young person • Minimum of 2 members of FFL staff supervising the group • Staff to young person ratio is 1:8 • Group stay together where possible 	<ul style="list-style-type: none"> • No further action required 	<p>Staff</p>	<p>Ongoing at activity</p>	

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
<p>If staff cannot attend activity (low staff)</p>	<p>Young people, volunteers, other staff as not appropriately supervised</p>	<ul style="list-style-type: none"> Trustees will be asked to step up and act as a member of staff if we do not have staff to attend the activity There is a document available for trustees about the responsibilities this entails and what is expected Staff are aware that trustees are not DBS checked and therefore should not be left alone with young people. 	<ul style="list-style-type: none"> No further action required 	<p>Staff</p>	<p>Before and ongoing throughout activity</p>	
<p style="text-align: center;"><u>RELEVANT INSURANCE DETAILS:</u></p> <p> Organisation: Friends for Leisure Name of Insurer: Markel Expiry date: 31.3.19 Type of cover: Public & Products £10 million, Professional Liability £1 million and Management Liability £250,000 Policy number: A66927/0418 </p>						
<p style="text-align: center;">ADDITIONAL INFORMATION:</p>						