

Appendix 3 Risk assessment form

A copy of this assessment must be kept at the place of work to which it refers and the risk factor and control measures brought to the attention of all personnel carrying out and/or supervising the activities.

Ref no.	Activity 1		
Date of assessment	17 September 201X		
Department	Environment	Service	Countryside rangers
Location	Dams to Darnley Country Park		
Activity date	Tuesday 24th September 201X		
Activity/task	Day events/field trips/activities		
Activity description	Here outline the group, location, topic and activities. For example: Dams to Darnley Primary, Darnley Mill, living and non-living things, activities to include walk, games and discussions.		
Person(s) who could be affected	Countryside rangers/staff/pupils and members of the public.		
Name of assessor	Elizabeth Morrison		
Signature of assessor			
Designation	Countryside ranger		
Name of responsible manager	J McManager		
Signature of manager			
Designation	Manager		
Date	18 September 201X		
Assessment review date	For next event		

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Hazard present		Control measures	Controls in place	
Yes	No		Yes	No
		1. Pre-planning		
✓		Leader in charge and group leaders for the activity have been appointed.	✓	
✓		Leader in charge/group leader has made an exploratory visit to location.	✓	
✓		Disclosure (Scotland) checks have been carried out/PVG.	✓	
✓		Site is assessed and hazardous areas/items identified and removed or avoided.	✓	
✓		Ongoing risk assessments and reassessments will be carried out during the event by leader in charge/group leader.	✓	
		2. Supervision		
✓		Participants will be supervised during countryside ranger led activities.	✓	
✓		Group leaders have full instructions on their responsibilities.	✓	
✓		Teachers will be responsible for discipline.	✓	
✓		A safety briefing will be given where necessary prior to the activity commencing.	✓	
✓		Emergency procedures will be drawn up before the event commences.	✓	
		3. Traffic/vehicles		
✓		Participants will be supervised by a countryside ranger and/or teacher at all times when crossing roads.	✓	
	✓	All vehicles will be roadworthy and in good condition.		
	✓	Vehicles will not be overloaded.		
		4. Slips/trips		
✓		Area to be visited will be checked prior to visit for hazards which could cause slips, trips or falls.	✓	
✓		Locations where falls could occur will be avoided.	✓	
✓		These hazards will be pointed out at the beginning of the session and when they arise.	✓	
✓		The group will be advised to wear suitable footwear. Sturdy shoes with a good grip.	✓	
		5. Noise		
	✓	Areas of high noise levels will be avoided.		
	✓	Ear defenders will be supplied if high noise levels are liable to be experienced.		
	✓	Instruction will be given to all persons who will use ear defenders.		
		6. Climatic conditions		
✓		Leader in charge and group leaders will be competent to carry out instruction and be aware of hazards liable to be encountered.	✓	
✓		Arrangements have been considered where changes in weather conditions make it necessary to alter/cancel the planned activity.	✓	

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Hazard present		Control measures	Controls in place	
Yes	No		Yes	No
		7. Walking activities		
✓		Leader in charge and group leaders will be competent to carry out instruction and be aware of hazards liable to be encountered.	✓	
✓		Local knowledge of conditions is available.	✓	
✓		Participants will be instructed in hazards and safety procedures.	✓	
		8. Emergency procedures		
✓		Nearest hospitals, contact numbers & locations will be sought prior to the trip.	✓	
✓		Contact will be maintained with a third party in relation to where persons are at all times and a procedure will be put in place should contact be lost. (East Renfrewshire lone working system)	✓	
✓		Leader in charge and group leaders will be appointed as emergency contacts.	✓	
✓		Public liability insurance is in place.	✓	
✓		Arrangements in place for first aid.	✓	
		9. Other		
✓		Information on medical conditions which may be affected by activity requested before commencement.	✓	
✓		Countryside rangers are trained first aiders.	✓	
✓		Rules for behaviour discussed at the commencement of activity where necessary.	✓	
✓		The group will be advised not to touch their face or eyes with their hands during activities and to wash their hands following activity especially before eating.	✓	

Action plan for risk assessment			
Ref no.	Action required	Action (by whom and when)	Completed
	Behaviour expected and hazards pointed out.	At the beginning of the activity and ongoing. Countryside ranger EM.	
	Group told not to touch face and eyes during activity and to wash hands	At beginning and end of the activity. Countryside ranger EM.	

Emergency contacts: NHS helpline 08454 24 24 24

Hospital: Victoria Infirmary
0141 201 6000
Langside Road, Glasgow G42 9TY

Action parties to be named in full:

Signature of manager:

Date: 18 September 201X