

OHA 6



BRACKNELL FOREST BOROUGH COUNCIL
EDUCATION, CHILDREN'S SERVICES & LIBRARIES
Generic Risk Assessment

Establishment:

Group Leader:

Risk Assessment for visit to:

Dates of visit: departure: return:

| Degree Of risk | The Activity | Children/Young Persons | Leader | Environment | Access to First Aid | External Factors |
|----------------|---|--|--|--|---|---|
| 1 | Within the everyday experience of the individual/group. | Very experienced at appropriate level. | Experienced and qualified at the appropriate level. | Urban or rural with hazards that are predictable. | First Aid and emergency support is readily available. Staff qualifications at appropriate level. | Weather appropriate to the activity. Any changes will have no adverse effect on the group. |
| 2 | Outside the everyday experience of the individual but some tasks have familiar aspects. | Regular exposure to the activity. An adequate level of competency. | Low qualifications. Regular participant. | Urban and rural with hazards that change quickly. | First Aid and emergency support is readily available. Staff - low qualifications in First Aid. | Weather appropriate to the activity. Any change will have minimal effect and will not affect safety. |
| 3 | Tasks unfamiliar but competency can be achieved through training. | Experience at a recreational level. Some competency. | Low qualifications. Some participation. | Industrial. Overnight stays. Close proximity to water in conditions that are predictable. | First Aid and emergency support is readily available. Staff unqualified in First Aid. | Weather changes could lead to problems if group is not adequately prepared and equipped. |
| 4 | Tasks unfamiliar but training has been given. | Some experience at an introductory level. Not competent. | Some experience as a leader. Limited or recreational participant only. | Close proximity to water, cliff or other hazardous features. Travel abroad in urban areas. | No First Aid and emergency support is readily available. Staff have a relevant First Aid qualification. | Weather changes could lead to serious problems if the group is not competent in the activity or is poorly equipped. |
| 5 | Tasks unfamiliar. No training has been received or given. | Novice. No experience of the activity. | No experience of the activity as a leader. Some experience as a participant. | Travel abroad in demanding terrain. | No support readily available. Staff have no qualifications in First Aid. | Weather changes could have serious consequences for the group. |

| Assessment 6 – 10 LOW RISK | 11 – 19 MEDIUM RISK | 20 – 25 HIGH RISK | 26 – 30 UNACCEPTABLE RISK |
|---|--|--|---|
| The possibility and nature of an accident occurring are not substantially different to those occurring in every day experience. | The hazards encountered are outside the groups experience but by adopting principles of good practice it should bring them to an acceptable level. | The hazards encountered are beyond the every day experience of the group. The repercussions of an accident could lead to serious consequences. | The hazards encountered are beyond the experience of the group and the party leader. The visit should not go ahead. |

TOTAL RISK ASSESSMENT SCORE

Signature of Assessor: **Date:**

Please return the completed form together with the completed OHA 1 form to:

September 2007

OHA 6

**The Off-site and Outdoor Advisory Service, Ufton Court, Green Lane, Ufton Nervet, READING, RG7 4HD
If you have any queries regarding this form please ring 0118 983 5922**

Risk Assessment Process

It is now necessary to carry out a formal risk assessment as part of the planning process of any off-site activity.

The system suggested overleaf is by no means the only possible approach but it is straightforward and should reduce the amount of time required to an effective minimum.

The form overleaf works on the following basis.

It is designed to be photocopied.

The vertical columns refer to various elements of the exercise as a whole. Each of the horizontal levels refers to a degree of risk.

Number 1 is the level of least risk and 5 the level of highest risk.

The process

Decide on the most appropriate description of the degree of risk for each of the vertical columns.

This will generate a score for each column.

The scores should then be added together to produce the final score. This places the degree of overall risk in one of the categories at the foot of the form.

The system assists leaders by directing them to areas of concern and by aiding the process of arriving at an overall judgment.

The process can be applied equally to particular activities that take place over a day or part of a day, and to events lasting a number of days that involve a range of activities. A decision about a multi-day event might be usefully approached by totalling the scores for each separate activity.

Common sense needs to be applied to the system. If at any stage you find that you are identifying an activity or part of an activity as involving an unacceptable risk then you must not go ahead even if the overall score is reasonable.

Low Risk

A low risk activity is one in which the hazards and the possibility and nature of an accident is not substantially different to those encountered in everyday experience.

Medium Risk

A medium risk activity is one in which the hazards encountered are outside the experience of the group but by adopting principles of safe practice the risks are brought down to an acceptable level.

High Risk

A high risk activity is one in which the hazards encountered are well beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.

Unacceptable Risk

An activity in which the level of risk is unacceptable is one in which the hazards encountered are far beyond the experience of the group and the party leader.

Under no circumstances should any activity proceed at this level.

This form should be submitted at the same time as the OHA 1 monitoring form is submitted for approval.