**Session Safety Information and Risk Assessment**

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| **Venue** |  | **Date** |  |
| **Instructor/Coach** |  | **Signature** |  |

**Safety Resource Information**

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| **1st Aid Box Location** |  | **1st Aider(s)** |  |
| **Lifebuoy/Throw Line** |  | **Site What3Words** |  |
| **Telephone Location** |  | **Assembly Point** |  |

**Risk Assessment** **Likelihood Score (L):** 1 – Very Unlikely, 2 – Unlikely, 3- Fairly Likely, 4 – Likely, 5 – Very Likely **Severity Score (S):** 1 **–** No Injury, or Insignificant, 2 – Minor Injury needing, 1st aid, 3 – Medical Attention Needed, 4 – Major Injury Ambulance Needed 5 – Catastrophic Injury or Death  
**Risk Rating** **(R)** 1-8 Low (acceptable) 9-15 Medium Risk (consider alternatives) 16-25 High (avoid, re-assess or find alternative)

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| **Activity/ Area** | **Participant** | **Visitor** | **Public** | **Hazard** | **Pre-Control** | | | **Control Measures** | **After Control** | | | **Initial**  **Date** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| General Site |  |  |  | Injury from Slips, Trips and Falls |  |  |  | All participants made aware of risks during briefing  All participants to wear suitable footwear  Instructor 1st aid trained |  |  |  |  |
|  |  |  | Conflict with Vehicles other Activities |  |  |  | Advice from site manager sort before session  All participants made aware of risks during briefing  Segregation from conflicting activities |  |  |  |  |
|  |  |  | Risk from Soil, Plants and Animals |  |  |  | All participants made aware of risks during briefing on site-specific issues.  Participants to always wear suitable clothing  Hand sanitisation to be always available  All cuts and broken skin to be treated and covered  Instructor 1st aid trained  Participant allergies to bee stings to be identified |  |  |  |  |
| Water Body |  |  |  | Drowning |  |  |  | All participants made aware of risks during briefing  Water Rescue Equipment (ropes, buoys, life rings, etc) available at all times.  If deep water margin, lifejackets to be used by non-swimmers  Wading only subject to specific risk assessment  Instructor 1st aid trained |  |  |  |  |

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| **Activity/ Area** | **Participant** | **Visitor** | **Public** | **Hazard** | **Pre-Control** | | | **Control Measures** | **After Control** | | | **Initial**  **Date** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| Water Body |  |  |  | Hypothermia |  |  |  | Instructor 1st aid trained.  Thermal Blanket available at all times |  |  |  |  |
|  |  |  | Swept away by Strong Currents |  |  |  | In Strong Current, deep margin situations lifejackets to be worn  Water Rescue Equipment (ropes, buoys, life rings, etc) available at all times.  Wading only subject to specific competence and risk assessment |  |  |  |  |
|  |  |  | Water Born Diseases |  |  |  | All participants made aware of risks during briefing  Hand sanitisation to be available at all times  All cuts and broken skin to be treated and covered |  |  |  |  |
| Weather Exposure |  |  |  | Hypothermia |  |  |  | Instructor 1st aid trained.  Thermal Blanket available at all times |  |  |  |  |
|  |  |  | Hyperthermia, including Heat Stroke and heat exhaustion |  |  |  | Instructor 1st aid trained  All participants made aware of risks during briefing  Suitable exposure protection to be worn at all times  Participants to have suitable drinks available at all times |  |  |  |  |
|  |  |  | Sunburn / UV damage to eyes |  |  |  | All participants made aware of risks during briefing  Suitable exposure protection to be worn at all times |  |  |  |  |
|  |  |  | Injury from High Winds |  |  |  | Assess area for loose items that maybe dislodged by wind  Secure Loose items or if not possible vacate area |  |  |  |  |
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| **Activity/ Area** | **Participant** | **Visitor** | **Public** | **Hazard** | **Pre-control** | | | **Control Measures** | **After-Control** | | | **Initial**  **Date** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| Safeguarding |  |  |  | Risk to children |  |  |  | Instructors are DBS checked and have safeguarding training.  Volunteers and site staff are not supervising children on their own.  During community/family learning events children to be supervised at all times by parent/guardians  Safeguarding policy and procedures in place. |  |  |  |  |
| Inside Buildings or Marquees |  |  |  | Injury or death from fire |  |  |  | All participants made briefed on fire procedures  Check fire exits are unobstructed and unlocked  Assembly point clear |  |  |  |  |
|  |  |  | Injuries from Furniture and Equipment |  |  |  | Instructor 1st aid trained  Furniture and equipment checked before use to ensure in safe working order  Mobile equipment to be secured before use |  |  |  |  |
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| **Risk Assessor Name** |  | **Date** |  |
| **Signature** |  |  |  |

**Pre-Session Health and Safety Checklist**

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| **Assessment Area** | **Observation** | **OK** | **Notes** |
| **General Site** | Ground Conditions |  |  |
| Safe and Free from Obstacles |  |  |
| Vehicle Movements |  |  |
| Conflict with Other activities |  |  |
| Risk Animals and Plants |  |  |
| Weather Conditions |  |  |
| Sufficient Lighting |  |  |
| Emergency Exit / Assembly point |  |  |
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| **Water Body** | Margin Depth in teaching area |  |  |
| Water Temperature |  |  |
| Currents |  |  |
| Suitable place for egress from water |  |  |
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| **Equipment** | Suitable for age and ability |  |  |
| Suitable condition |  |  |
| First Aid Kit |  |  |
| Throw rope / Lifebuoy |  |  |
| Thermal Blankets |  |  |
| Mobile Phone Signal/Battery |  |  |
| Drinking Water |  |  |
| Hand Sanitisers |  |  |
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| **Participants** | Special Requirements |  |  |
| Covid Requirements |  |  |
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