**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 briefingAll participants to wear suitable footwearInstructor 1st aid trained |  |  |  |  |
|  |  |  | Conflict with Vehicles other Activities |  |  |  | Advice from site manager sort before sessionAll participants made aware of risks during briefingSegregation 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 clothingHand sanitisation to be always availableAll cuts and broken skin to be treated and coveredInstructor 1st aid trainedParticipant allergies to bee stings to be identified |  |  |  |  |
| Water Body |  |  |  | Drowning |  |  |  | All participants made aware of risks during briefingWater Rescue Equipment (ropes, buoys, life rings, etc) available at all times.If deep water margin, lifejackets to be used by non-swimmersWading only subject to specific risk assessmentInstructor 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 wornWater 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 briefingHand sanitisation to be available at all timesAll 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 trainedAll participants made aware of risks during briefingSuitable exposure protection to be worn at all timesParticipants to have suitable drinks available at all times |  |  |  |  |
|  |  |  | Sunburn / UV damage to eyes |  |  |  | All participants made aware of risks during briefingSuitable exposure protection to be worn at all times |  |  |  |  |
|  |  |  | Injury from High Winds |  |  |  | Assess area for loose items that maybe dislodged by windSecure 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/guardiansSafeguarding policy and procedures in place. |  |  |  |  |
| Inside Buildings or Marquees |  |  |  | Injury or death from fire |  |  |  | All participants made briefed on fire proceduresCheck fire exits are unobstructed and unlockedAssembly point clear |  |  |  |  |
|  |  |  | Injuries from Furniture and Equipment |  |  |  | Instructor 1st aid trainedFurniture and equipment checked before use to ensure in safe working orderMobile 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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