

Off site visit - Public place-ALL

Human Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
General – All Hazards	All Participants & Staff	First aid trained staff available. (If Loco Parentis over 14-year-old) Duty Manager on call at night in the event of emergency holding all group details/information. Nominated Lead SOLD staff member in charge. Group numbers divided into subgroups (Max 10) with nominated SOLD staff to each group. Medication list and medication dispensation held securely by SOLD Lead worker.
Slipping/Tripping	All Participants & Staff	Brief staff/group to be aware of surrounding environment. Use planned, best available route to venue.
Improper use of cleaning products	All Participants & Staff	Users supervised by Surrey Outdoor Learning and Development (S.O.L.D.) Staff on usage of products. S.O.L.D. Staff must be briefed and trained in the use of all cleaning products including storage and C.O.S.H.H. Sheets. Do not use products that have no information/training.
Getting lost	All Participants & Staff	Group stay together in agreed numbers. If free roaming is agreed (age appropriate) there must be a return time agreed. All participants must have an emergency number to call, normally Nominated Lead. Clear boundaries, areas explained.
Ongoing medical conditions / illness	All Participants & Staff	Group Leaders must have record of medical history in the event of illness or worsening medical condition and ensure that any required medication is carried with them or by Nominated Lead. First aid trained staff attending. First aid kits should be considered to be carried.
Psychological / Emotional damage	All Participants & Staff	Use of 'Challenge by Choice' - goal setting, encouragement of group support.
Strangers	All Participants & Staff	All staff and group leaders must be clearly identified. Brief young people what to do if they see somebody suspicious. If they are in any doubt they should report to a member of staff. Young people must stay in pairs as a minimum.

Environment Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
Cold - exposure	All Participants & Staff	Adequate warm indoor space when needed. Regular breaks from sessions to warm up. Warm drinks available.
Hot - weather, sun burn, heat exhaustion	All Participants & Staff	Advice to wear protective clothing, sun cream, frequent refreshment breaks. Adequate areas out of the sun.
Fire & evacuation	All Participants & Staff	Staff are briefed on evacuation procedures. Meeting points in case of group being divided.
Lifting and manoeuvring heavy objects	All Participants & Staff	S.O.L.D staff undertake specific in house / Surrey C.C. training. Young people must not be asked to do heavy lifting.
Severe weather - Lightening and high winds	All Participants & Staff	Daily weather forecasts to be checked. Activities to be stopped in adverse weather conditions.
Falling trees and branches	All Participants & Staff	In adverse wind conditions wooded areas are not used.

Equipment Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
Transportation	All Participants & Staff	Vehicle transportation must be planned with back up. Embarking/disembarking must be planned to ensure safe movement.
Vehicles on site	Radios / Telephones failure	Ensure batteries are charged beforehand, carry spares / charger in vehicle.