

Risk Assessments - Activities

SERVICE AREA / TEAM	Everdon Outdoor Learning Centre
ACTIVITY / TASK	Activity Risk Assessment
COMPLETED BY & DATE	Everdon Rangers Dec '19
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Woodland Studies

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Litter, various sorts	Students Visiting Staff Rangers <i>Cuts and diseases from contact with litter.</i>	Students given clear instructions not to pick up litter especially hypodermics, condoms, etc. Rangers clear immediate danger for students. Woodland Trust to be informed if problem is larger than Ranger can deal with.				
Harmful Berries, fungi, plants, nuts etc	Students Visiting Staff Rangers <i>Poisoning / allergic reaction</i>	Students told not to handle or eat Hand gel carried on activities. Wash hands upon return to the Centre Check for nut allergies i.e. hazelnuts in woodland				
Rope Swings put up by members of the public	Students Visiting Staff Rangers <i>Being hit by swing falling from swing</i>	Clear instructions not to use. Close monitoring of students Woodland Trust informed for removal if necessary.				
Lost Children	Students <i>Distress Abduction Injury</i>	Students to work in defined areas under direct adult supervision. Regular headcounts of whole group or sub-group as appropriate. Rangers follow Incident Procedure if child reported missing.				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		Give instructions for a "come back" signal				
Strangers intent on harm	Students Visiting Staff Rangers <i>Injury to group</i> <i>Abduction</i>	Students work under direct adult supervision. Regular headcount. Rangers follow Incident Procedure if problem occurs.				
Animal faeces	Students <i>Infection / Diseases</i>	Students told not to handle. If appropriate, rubber gloves to be used. Antiseptic wipes carried by staff in first aid kit. Hands to be washed on return to centre.				
Horses & The Hunt	Students Visiting Staff Rangers Horse Riders <i>Member of group struck by horse.</i> <i>Rider unseated</i>	Instructions given about importance of moving to one side, no sudden noise and movement. Students supervised by school staff.				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Bracken	Students Visiting staff Rangers <i>Cuts</i> <i>Ticks – Lyme disease</i>	If handling Bracken, use gloves. The stalks are capable of inflicting sharp cuts to hands. Students briefed and supplied with PPE Gloves when shelter building. Schools sent information sheet advising of risks and symptoms				
Whiplash from branches	Students Visiting staff Rangers <i>Injuries to face</i>	Instructions given not to walk close to the person in front. Following people to shield eyes.				
Slips, trips and falls during tracking and sensory games	Students Visiting Staff Rangers <i>Injuries to feet / legs</i>	Briefing regarding safe movement. Work in pairs (blind/spotter). Sites chosen to be free of trip hazard as far as practicable				
Falling tree debris	Students Visiting Staff Rangers <i>Head injuries</i> <i>Crushing debris in eyes</i>	In periods following major storms there are large amounts of debris 'hung up' in trees. Pick route with care. Walk at front of group following periods of high winds. Do not use woods in periods of high winds. Inspect trees in work areas for signs of decay. Move to new area if suspect Inform other staff of dangerous trees / areas				

Shelter building – additional activities to woodland studies.

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Transporting wood	Students Staff Rangers <i>Being hit / knocked out by branch</i>	Briefing of students and demonstration of carrying wood – pointy end down, vertically if short stick or dragged behind student if longer. Hand on one end, other end on floor.				
Student behaviour	Students Staff Rangers <i>Being hit by branches being carried</i>	Students will be taken aside by school staff and sit out activity until they can comply.	Ranger to discuss responsibility of managing students with school staff.			
Collapse of shelter	Students Staff Rangers <i>Being hit by falling</i>	Briefing of students about strength of cross beam and style of shelter being built. Checking cross beams before students commence building				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>sticks, being knocked out</i>	Warn students of dead wood falling through shelter				

Robin Hood Day – additional activities to woodland studies.

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Injury from bow and arrow	Students Staff Rangers <i>Being hit / stabbed by 'arrow'</i>	Use an area clear of as much debris as possible – away from any path – visually clear of obstacles. Define a front waiting area, a target area. 4 Students to aim, one at a time, in one direction, toward targets. Stop and 4 arrows retrieved then next 4 aim one at a time. Demonstration of carrying bow and arrows safely – pointy end down, vertically Students who are not shooting arrows to				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
		stand well back behind archers				
Student behaviour	Students Staff Rangers <i>Being hit / stabbed by 'spear'</i>	Students will be taken aside by school staff and sit out activity until they can comply.	Ranger to discuss responsibility of managing students with school staff			

Stone Age Day – in addition to Woodland Studies assessment

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Injury from thrown sharp 'spear'	Students Staff Rangers <i>Being hit / stabbed by</i>	Use an area clear of as much debris as possible – away from any path – visually clear of obstacles. Define a front waiting area, a throwing area.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	'spear'	<p>4 Students to throw one at a time, in one direction, toward targets. Stop and 4 spears retrieved then next 4 throw one at a time.</p> <p>Demonstration of carrying spears safely – pointy end down, vertically</p> <p>Students who are not shooting arrows to stand well back behind archers</p>				
Barefoot walking	<p>Students</p> <p><i>Slip/trip hazard</i></p> <p><i>Sharp items/dog faeces in mud</i></p>	<p>Use an area inspected for hazards – with clear visibility and direct adult supervision.</p> <p>Students to remove socks only if comfortable and to walk only in designated area.</p> <p>Towels and water available to clean feet.</p> <p>Antiseptic wipes carried by staff.</p> <p>First aid kit available</p>				
Student behaviour	<p>Students</p> <p>Staff</p> <p>Rangers</p> <p><i>Being hit / stabbed by 'spear'</i></p>	<p>Students will be taken aside by school staff and sit out activity until they can comply.</p>	<p>Ranger to discuss responsibility of managing students with school staff</p>			

Stream Studies

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Infection from pollution	Students Staff Rangers <i>Infectious diseases - leptospirosis</i>	All cuts to be covered with waterproof plasters. Rangers briefed on procedures and awareness of different risks. Schools sent information sheet with booking form. Safety briefing given by Ranger re-iterating the precautions identified in the information sheet – Ranger to remind group of precautions regarding open cuts Do not drink water Do not put hands in mouth. Wash hands thoroughly after activity and use hand gel				
High water levels / force of water	Students Staff Rangers <i>Drowning Being swept off feet</i>	Inspection of stream prior to use with group as levels vary enormously following rainfall. Use site specific areas where water depth has been assessed by marker pole. Do not use stream if water levels high. Keep students away from edge of water when not involved directly in activity.				
Objects in water	Students Staff Rangers <i>Being struck by debris,</i>	Use site specific locations previously inspected for glass, barbed wire, etc				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>cuts</i>					
Trips, falls, slips	<p>Students Staff Rangers</p> <p><i>Injuries to legs / feet. Falling into the water / entrapment and drowning</i></p> <p><i>Hypothermia</i></p>	<p>Avoid leading groups through heavy undergrowth.</p> <p>First Aid Kits available.</p> <p>Keep students away from edge of water when not involved directly in activity.</p> <p>Instructions to group not to step on moss covered rocks, branches, etc.</p> <p>Place feet between rocks. Care descending grass banks. Work in defined places where risk is less. Students to be assisted descending banks.</p> <p>Carry survival bags, spare clothing carried in minibus.</p> <p>Rangers aware that in cold, wet, windy conditions, following immersion hypothermia is a possibility.</p> <p>Return student to Centre immediately if working in cold weather to change clothing. Spares and survival bags carried in minibus.</p>				

Pond Dipping

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Deep water (Fawsley lakes and Braunston canal)	Students Staff Rangers <i>Drowning</i>	Students given clear instructions that there is no need to enter the water. Rapid change in depth indicates steep banks. Move to another location. Closely supervise students and carry out headcounts.				
Immersion in water	Students Staff Rangers <i>Hypothermia</i>	Immersion in water is a problem in winter or when cold/windy. Carry spare clothing and survival bags in minibus. Have access to a mobile phone to arrange evacuation if necessary.				
Pollution	Students Staff Rangers <i>Leptospirosis Tetanus and Water diseases</i>	Cover cuts with waterproof plasters. Do not drink water! Do not put hands in mouth. Carry antiseptic wipes / antibacterial hand gel. Wash hands thoroughly after activity Schools sent information sheet on booking and Ranger to remind on day.				
Slip, trips and falls	Students Staff Rangers <i>Cuts, grazes and bruising</i>	Choose a location which is flat and offers firm footing. Avoid slopes that are steep, covered with grass				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Biting insects	Students Staff Rangers <i>Allergic reaction</i>	Children instructed before commencing activities in areas containing biting insects on how to behave – not swatting, not holding water boatmen, diving beetles etc. Group leader to make Ranger aware of individuals with known allergies Ranger to carry mobile phone in order to facilitate immediate evacuation of anyone suffering an allergic reaction. First aid kits available.				

Crossing Farmland – Walk to Fawsley / Newnham Hill / Little Everdon Trails / Snorscombe Loop Night Walk / Mantles Heath Walk back to the Centre

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Road walking with groups (Day time)	Student Staff Rangers Car drivers <i>Collision with vehicles</i>	Groups walk in single file facing traffic. One leader to walk in front of group and warn of approaching traffic. Group advised to wear high vis jackets (at night) Children briefed before setting off and reminded when paths end.				
Road walking with groups (Night time)	Student Staff Rangers Car drivers	Groups walk in single file facing traffic. Children briefed before setting off and reminded when paths end, carry torches. One leader to walk in front of group and				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>Collision with vehicles</i>	warn of approaching traffic. Leaders to carry torch as minimum. Group advised to wear high vis jackets.				
Horses & The Hunt	Student Staff Rangers Riders <i>Being struck by horse. Rider being unseated.</i>	Group given instructions as to appropriate behaviour in initial briefing – stand still/quiet/no sudden movements.				
Slips on stiles, wooden bridges across ditches	Student Staff Rangers <i>Bruises minor cuts and grazes, sprains and strains</i>	Staff to offer assistance where crossing is awkward or a slip likely to cause injury. (Wood used for stiles is often slippery when wet). First aid kit carried by school staff				
Farm gates	Student Staff Rangers <i>Bruises minor cuts and grazes. Strains and sprains</i>	Do not allow students to climb on gates/fences. Opening of gates often involves lifting – use manual handling techniques	Check all staff have manual handling training.			

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Barbed wire	Student Staff Rangers <i>Cuts and punctures</i>	Do not allow students to run in an uncontrolled manner. Be aware when crossing stiles. First aid kit carried by school staff				
Electric fences	Students Staff Rangers <i>Electrocution</i>	Do not allow students to touch. Point out such fences to the group. Electric fences crossing paths must be insulated at that point. Alter route if needed.				
Farm Animals	Students Staff Rangers <i>Injury from cattle</i>	Cattle main hazard, especially young bullocks and dairy cattle with calves. Check large fields first Move across field in large group. Be prepared to turn back if they appear aggressive				
Farm machinery	Students Staff Rangers <i>Being run over</i> <i>Lacerations</i>	Keep students in group supervised by teachers. Do not let students touch equipment Be prepared to alter route if farm machinery in operation.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Animal Faeces	Students Staff Rangers <i>Infectious diseases</i>	Do not touch. Do not put hands in mouth. Wash hands thoroughly before eating Antibacterial hand gel to be used to clean hands if unable to get to running water.				
Farm spraying operations	Students Staff Rangers <i>Expose to chemicals</i>	Turn back or seek alternative route. Use minibus to ferry students if needed. Seek medical assistance if exposed				
Sloping hill	Student Staff Rangers <i>Collision with other people, tripping in rabbit holes</i>	Students are briefed to walk around the site. No running down the hill. If rolling is allowed by school then is done under supervision in specified area.				

Farm visits – including Lambing time

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Animal Faeces	Students Staff Rangers <i>Infectious diseases</i>	Do not touch. Do not put hands in mouth. Wash hands thoroughly before eating, antibacterial hand gel to be used to clean hands if unable to get to running water.				
Farm machinery	Students Staff Rangers <i>Being run over Lacerations</i>	Keep students in group supervised by teachers. Do not let students touch equipment Be prepared to alter route if farm machinery in operation.				
Lambing visits	Students Staff Rangers <i>Ringworm, e-coli in faeces.</i>	Hygiene needs to be a high priority. Children should be instructed not to put hands in mouths or allow animals to lick their faces Close supervision of hand washing needs to take place before children eat. Antiseptic wipes available. Hand gel to be used by children at the end of the visit. School to closely monitor children for signs of illness following farm visit. If any symptoms of sickness, diarrhoea, etc. are noted, immediately seek medical attention				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>and inform the authorities that a farm visit has been made.</p> <p>Pregnant women should avoid contact with sheep during lambing periods</p>				

Everdon Village Trail / Church Studies in Everdon and Fawsley

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Uneven surfaces. Slip/trip Hazard	Students	<p>Students to walk not run.</p> <p>Brief students on importance of high standards of behaviour</p>				
Stone floor	<p>Students</p> <p><i>Cold feet making whole child cold</i></p>	<p>Students to bring indoor shoes in their rucksacks</p>				
Unstable heavy objects	<p>Students</p> <p>Staff</p> <p>Rangers</p> <p><i>Injury from falling object</i></p>	<p>No running.</p> <p>School staff to ensure high standards of behaviour.</p> <p>If objects are seen to be unstable warn students to stay away.</p>				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Traffic	Student Staff Rangers <i>Being struck by car</i>	Brief students about behaviour around village. Students to walk on pavement around village Supervision by school staff.				
Horses	Student Staff Rangers Riders <i>Being struck by horse. Rider being unseated.</i>	Group given instructions as to appropriate behaviour in initial briefing – stand still/quiet/no sudden movements.				
Potential Adders nest in wall surrounding Fawsley church	Students Staff Rangers <i>Snake bites</i>	Brief students on importance keeping away from Ha Ha walls Supervision by school staff				

Fawsley Bird watching

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Deep water	Students Staff Rangers	Students given clear instructions that there is no need to enter the water. Rapid change in depth indicates steep banks. Move to another location.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>Drowning</i>	Closely supervise students and carry out headcounts. Carry rescue throw bag/line				
Immersion in water	Students Staff Rangers <i>Hypothermia</i>	Immersion in water is a problem in winter or when cold/windy. Carry spare clothing and survival bag on minibus. Have access to a mobile phone to arrange evacuation if necessary.				
Slip, trips and falls	Students Staff Rangers <i>Cuts, grazes and bruising</i>	Choose a location which is flat and offers firm footing. Avoid slopes that are steep, covered with grass				

Orienteering – Fawsley and Newnham Hill

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Livestock	Students Staff Rangers <i>Being stampeded by cattle</i>	Arrange for cattle to be moved to adjacent field before school visits if feasible and practical.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Animal Faeces	Students Staff Rangers <i>Infectious diseases</i>	Do not touch. Do not put hands in mouth. Wash hands thoroughly before eating Hand wipes to be used to clean hands if unable to get to running water.				
Slip, trips and falls	Students Staff Rangers <i>Cuts, grazes and bruising</i>	Brief children to walk around fields and not run. Particular care when walking down Newnham Hill				

Orienteering – White House Farm

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Deep water	Students Staff Rangers <i>Drowning</i>	Students given clear instructions that there is no need to go near the water. School staff closely supervise students and carry out headcounts.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Immersion in water	Students Staff Rangers <i>Hypothermia</i>	Immersion in water is a problem in winter or when cold/windy. Carry spare clothing and survival bags in minibus. Have access to a mobile phone to arrange evacuation if necessary.				
Slip, trips and falls	Students Staff Rangers <i>Cuts, grazes and bruising</i>	Students told to walk around the site and stay away from near the water.				

Blind Trail

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Un sighted walking	Students <i>Collision with tree.</i> <i>Trip Hazard</i> <i>Whip from branches</i>	Brief students on operation of blind trail. Blindfolds protect eyes. Students to hold on to rope with one hand and student in front's rucksack with other. Adult to supervise group moving around trail. Group to move slowly and area to be cleared of obstacles as far as possible.				

Fire lighting and cooking

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Camp fire	Students Staff Rangers <i>Burns</i>	Use established fire pit. Instructions to group to avoid going in centre of pit and to walk around outer circle. Instructor is 1 st Aid Trained. Burns kit and fire blanket taken to site. Bucket of water available at all times. Check direction and strength of wind before lighting fire. Children with long hair should be advised to tie it back Children to be supervised by staff.				
Using fire steels	Students Staff Rangers <i>Burns</i>	Check direction and strength of wind before using fire steels. Children to kneel with backs to the wind with no children or equipment downwind of them. Use cotton wool holders to prevent wind blowing lit debris onto children. In strong sunlight difficult to see flames – brief students of danger. Children with long hair should be advised to tie it back				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Cooking marshmallows, etc.	Students Staff Rangers <i>Burns to mouth or face</i>	Instructions to group to not touch food or put it in their mouths until it has cooled down. Instructions and demonstration to group showing how to use sticks safely.				
Use of Kelly Kettles	Students Staff Rangers <i>Burns & Scolds from tipping over. Explosion if cork left in.</i>	Ensure Kelly Kettle is on stable ground, supported if necessary. All children should be on the opposite side of the kelly kettle spout and a safe distance to be maintained while waiting for the water to boil. <u>All corks are permanently removed</u>				

Campcraft skills

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Tent blowing away in strong winds	Students Staff Rangers <i>Becoming entangled in guy ropes / canvas</i>	Ensure correct pitching of tents and awareness of wind direction.				
Cooking stoves	Students Staff Rangers <i>Hot liquid spilt from stove</i> <i>Flare up of stove caused by inappropriate refuelling</i> <i>Unbalanced stove/knocked over</i> <i>Use of pan grip</i>	All cooking in designated area. Strict instructions on clothing. Footwear to be worn. Fuel stored separate to stoves. Ensure cooking area is flat. No stepping over stoves. Reduce movement. Train students in use. Do not leave handle attached to stove whilst cooking.	Adults only to refuel stoves			
Tent pole spike end	Students Staff Rangers <i>Eye damage</i>	Teamwork and understanding of tent construction technique.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Tripping over Pegs	Students Staff Rangers <i>Injury to legs and body, puncture by pegs</i>	Shorten guy ropes, pegs driven fully into the ground. Make group aware of hazard of running in tent area.				

Canal Studies

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Falling into the water	Students Staff Rangers <i>Immersion / drowning</i>	Brief students on expected behaviour. Strict supervision of group on tow paths. Carry throw line. Do not allow students to cross on lock gates.				
Slip between boat and bank	Students Staff Rangers <i>Immersion Crush injury</i>	Do not allow students to get too close to canal edge/boat as slip between two represents a hazard. Do not allow students to operate or climb on canal boats.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done

Weather conditions

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Sun / extreme heat	Students Staff Rangers <i>Sun burn / sun stroke / dehydration</i>	Check weather forecast and conditions before start of activity. Alter programme if weather conditions or students needs require. Ensure all students carry water bottles. Take extra drinks cartons on minibus				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>All students and adults to wear sunhats</p> <p>Do activities in shady areas / return to centre if needed</p>				
Cold / Snow / Ice	<p>Students Staff Rangers</p> <p><i>Slipping on ice / hypothermia</i></p>	<p>Check weather forecast and conditions before start of activity.</p> <p>Alter programme if weather conditions or students needs require.</p> <p>Ensure all students are dressed in layers and have hats and gloves.</p> <p>Keep children active and moving around / return to centre if needed</p>				
Electric storms / thunder	<p>Students Staff Rangers</p> <p><i>Electrocution</i></p>	<p>Check weather forecast and conditions before start of activity.</p> <p>Alter programme if weather conditions or students needs require.</p> <p>If weather condition happen whilst out return to centre as soon as possible. Use minibus to transport. If unable to get group to shelter crouch down in open field away from trees.</p>				
High winds	<p>Students Staff Rangers</p> <p><i>Being hit by falling</i></p>	<p>Check weather forecast and conditions before start of activity.</p> <p>Alter programme if weather conditions or students needs require.</p>				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>trees / debris</i>	If winds increase and woods not felt to be safe ensure group is moved out of woods into open area / return to centre if needed				
Heavy rain	Students Staff Rangers <i>Hypothermia</i>	Check weather forecast and conditions before start of activity. Alter programme if weather conditions or students needs require. Ensure all students are dressed in waterproofs, spares to be available at Centre. Keep activities short / return to centre				

Minibus transport

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
Seatbelt misuse Students misbehaviour	Students Staff Rangers <i>Distraction of driver</i>	Explanation and check by driver. Planning positioning of school staff and school staff intervention.				

What are the hazards?	Who might be harmed and how?	What are you doing already	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>leading to collision</i>					
Mechanical defects	Students Staff Rangers <i>Danger of breakdown / crash</i>	Minibus regularly maintained and records kept.				
Driver Unsuitability	Students Staff Rangers <i>Danger of collision</i>	All drivers to undertake and pass the MIDAS Driving Test.				
Getting on and off the minibus Alighting onto path of on-coming traffic.	Students Staff Rangers <i>Collision with traffic, falls</i>	Staff to supervise getting on and off. Side door always to be adjacent to path where possible.				
Loss of pupils/staff	Students Staff Rangers <i>Abduction, accident</i>	Regular head counts Head count before setting off on journey. Rangers follow Incident Procedure if child reported missing.				