

RISK ASSESSMENT

TASK /ACTIVITY / PROCESS DESCRIPTION:	School/town park orienteering	DEPARTMENT/ SERVICE:	Economy & Skills
LOCATION:	EAC Schools	REFERENCE:	2020evolve


TYPES OF INJURY / LOSS / ILL HEALTH	various
This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress.	
FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)	
Consider those especially vulnerable (young/inexperienced workers, members of the public, school participants, the elderly, residents and contractors).	

HAZARD / SOURCE OF HAZARD	PERSONS AT RISK	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1 Uneven ground, uneven surfaces, Slopes/ steps, Tree roots/branches, Vegetation (prickly, stinging), Wire / ruined fences, water (streams and ponds),	Participants and staff	Avoid dangerous areas. warn the orienteers of all possible hazards, stay clear of carparks/roads, and to control the group when crossing where possible	5	1	5
2 Pre-existing injuries	"	To be aware of all injuries within the class through questioning and medical consent.	2	1	2
3 Other people/activities in area Leisure users - Horse Riders, dog walkers, traffic	"	Warn the orienteers of all possible hazards, stay clear of carparks/roads, and to control the group when crossing where possible. Operations of other users on site should be identified and assessed (Forestry, stalking) Where risk to other site users from our activities is identified, our activity will be modified. Discussions with other site users are useful to reduce any conflict and risks.	5	1	5
4 Weather; Cold / heat / Rain / snow / hail / Excessive wind	"	Weather reports assessed. Appropriate site selected, considering the current and expected weather conditions. Consideration made of any water hazards that may be encountered. Appropriate clothing & footwear, hydration, sun protection. Cancel session.	2	1	2
5 Equipment; Pencils in hand when running, Pin punches, Cane tops	"	Briefings	2	1	2
6 Wandering off/getting lost	"	boundary limits identified for young and vulnerable people			

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			“Clearly identified toilet start finish area. Sufficient recall system. Adequate map reading training, maps/compasses carried.			
7	Tick bites	“	Group made aware of hazard. Check carefully for ticks and remove immediately; skin folds, armpits, groin, waistbands, necks and hairlines, even if well covered. Not all ticks carry the germ that causes Lyme disease. Those that do, need to be attached to someone for around 24 hours before the germs are passed into them. Removing all ticks quickly will prevent infection. Tick bitten individuals developing a rash, flu-like symptoms, tiredness, muscle pain, joint pain, headaches, a high temperature, chills or neck stiffness should seek GP advice. https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/lyme-disease	5	1	5

ADDITIONAL CONTROL MEASURES		Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Final Risk Rating L/M/H (1 – 25)	Actioned By (Print Name) & Target Date	Date Control(s) implemented	Sign to Confirm
1-6	Leader/Instructors will hold the appropriate qualification for the activity and group. Senior EAC staff will be satisfied that instructors are trained and competent to lead the activity. Follow Standard Circulars 48 and 33						

ASSESSOR(s) PRINT NAME/JOB TITLE:	Willie White	ASSESSOR(S) SIGNATURE:		ASSESSMENT DATE:	Jan2020
MANAGER PRINT NAME/JOB TITLE:	Linda McAulay Griffiths	MANAGERS SIGNATURE:		REVIEW DATE:	Jan2021

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RISK ASSESSMENT EXPLANATORY NOTES

A risk assessment is a careful examination of tasks and activities in the workplace which have the potential to cause harm. Managers are responsible for ensuring suitable and sufficient risk assessments are carried out for all areas under their control to assess where risks could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risks to property or the environment should also be assessed.

Training

All employees who are carrying out risk assessments should be appropriately trained on the risk assessment process. To arrange any training needs, contact **Organisational Development**:

- **Tel:** 01563 01563 57(6360)/01563 57(6350)
- **Email:** organisationdevelopment@east-ayrshire.gov.uk

Definitions which must be understood in order to complete the risk assessment are as follows:

Hazard: something with the potential to cause harm to someone or something e.g. an object, activity, situation or substance in the workplace.

- **Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.
- **Risk:** the chance or likelihood that the harm will occur from a particular hazard.

Completing the risk assessment

The person carrying out the risk assessment should first identify the hazards arising from the task, activity or process recording the control measures **already in place** to manage the risk. Once the controls have been assessed the risk rating can be calculated by using the risk matrix in the following page e.g. multiplying the likelihood by the severity to reach an overall risk rating.

Where it is identified that the risk is high, immediate action is required and additional controls must be put in place as a priority. Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been implemented. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** lists any additional control measures required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks, **these should be listed on table 2 against the corresponding risk on table 1** e.g. 1 against 1, 2 against 2 and so on.

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RISK MATRIX

HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. <i>Possible (3) X Significant (3) = Risk Rating of (9)</i> <u>MEDIUM RISK</u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity Index
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
LOW RISK (1 – 6) Continue to monitor as part of review process or where		MEDIUM RISK (8 – 15) Additional control measures may be required.		HIGH RISK (16 – 25) Risks are not acceptable under any circumstances. Immediate			

Severity Index			Likelihood Index	
Negligible Marginal Significant	Very minor injury e.g. paper cut or no injury/ damage		Very unlikely	Not expected
	Minor injury, off work less than 7 days		Unlikely	Unusual/ Rare
	Reportable injury, off work more than 7 days		Possible	Even chance 50/50
Severe	Major reportable injury (hospitalisation) off work more than 7 days		Probable	Not a surprise
Critical/ Fatal	Over 6 months lost time, death, multiple death		Highly Probable	To be expected