

Risk Assessment Activity – Off-Site Walks

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
	Reviewed by:	Assist Chief: Max Bishop		11/01/2023
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page & Kieran Miles Lead Instructors: Kieren Plant, Ronan Halpenny & Ruth Gibson		10/01/2024	
<p>Overview: Off-site walks take place around the local area of the centre. Walks can occur both during daylight and at night. A mobile phone and/or mobile radio will be carried by the lead instructor. Each group will have two instructors that have been in-house trained and assessed. For the walk there will be instructors at the front and the back of the group and reflective jackets will be worn by instructors at all times. Staff to Client ratio 1:16 (per group), Minimum 2 instructors</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
General Injury	Instructors, staff and guest/participants	Likely	Emergency procedures are in place for contacting for help back at the centre if group are to get injured in any way where further help is required (most common would be a twisted ankle).	
		Major		
		High		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Participants are briefed on correct footwear and the routes are checked monthly and maintained. If new hazards appear on-route instructors will adapt the route. A first aid kit is carried by instructors.	
		Minor		
		Medium		
Road traffic	Instructors, staff and guest/participants	Likely	Instructors wear Hi-Viz jackets, one at the back and one at the front of the group. Time on roads is limited to crossings and quick short sections and clear instructions are given from staff. Group is supervised by instructors.	
		Fatal		
		High		
Livestock	Instructors, staff and guest/participants	Very unlikely	Areas that may contain livestock are noted and avoided. If there is no other option but to cross the field and it is safe to cross with care then instructors brief the group on how to act around livestock and give clear instructions (move slow and steady, quietly, and not to get in between livestock and their young, and to stay as far as possible of them).	
		Major		
		Medium		
Cold	Instructors, staff and guest/participants	Likely	Instructors brief and check the group to wear appropriate clothing and carry hot liquid and emergency bag and first aid kit. A Forecast is checked and used to choose an appropriate walk.	
		Major		
		Medium		
Getting lost	Instructors, staff and guest/participants	Unlikely	Route details and time due back are left with reception. Emergency procedures are enacted if the group are late and have not been contactable	
		Minor		

		Low	and a map is in each bag (carried by instructor) as well as emergency contact details.
Child Running off	guest/participants	Very Unlikely	Emergency contact back to the centre can be contacted for support. One instructor to follow child with a teacher leaving other instructors/ teachers with the group and restraint can be used if necessary until support or backup can be provided.
		Major	
		Medium	
Low visibility & darkness increasing overall risk and hazards	Instructors, staff and guest/participants	Unlikely	Instructors to carry torches to deal with darkness and to use appropriate routes.
		Minor	
		Low	