

Area or activity assessed	UKSA, Isle of Wight	Assessment date:	SAMPLE
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Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

1	Travel by coach	6	Movement around port	11	UKSA activities	16		20	
2	Travel coach: Boarding and disembarking.	7	On ferry	12	Walking to port	17		21	
3	Travel Sickness	8	Medical issues	13	Delay in return ferry	18		22	
4	Children getting lost	9	Accommodation	14		19		23	
5	Strangers approaching	10	Meals	15		20		24	

Notes:

Name of Assessor(s)	Lucy Holden	Signed	No. of continuation sheets
Review date			

Identify hazards	Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
1. Travel by coach: <i>Crash or break down</i>	Staff and children	Reputable coach company used, who comprehend our safety needs. All children to wear safety belts. Driver has mobile phone, first aid kit. Qualified first-aider on trip.	1	5	5	
2. Travel coach: Boarding and disembarking: <i>Accident by rushing and accident by being hit by a car</i>		Close supervision by accompanying staff and good choice of areas for pick up points and set down points for all journeys.	1	4	4	
3. Travel Sickness: <i>Sickness</i>		Children with history of travel sickness to be identified and seated at front of coach. Sick bags and wet-wipes to be available.	3	1	3	

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4. Children getting lost: <i>Distress/panic.</i>		Staff with each group will give clear instructions to children regarding muster points. Staff will carry out 'head count' at times of high risk. Children will be registered before coach departs at all locations.	3	2	6	Warnings given to children and advice on what to do if lost.
5. Strangers approaching children: <i>Distress</i>		Strangers approaching children – children given warnings.	2	3	6	
6. Movement around port: <i>Getting lost or stranger interference</i>		Close supervision of groups. Children to stay in groups of not less than 3 while visiting toilets. Staff to accompany and patrol. Fixed return time and rendezvous points given. Members of staff in charge of their own groups.	2	2	4	Terrorist alert – do not leave bags unattended and report any that you find.
7. On ferry: <i>Emergency</i> <i>Travel Sickness</i> <i>Falling in water</i>		Close supervision. Staff and children to listen to emergency and safety procedure. Staff interspersed among children. Sick bags provided. Identify children with tendency for illness before departure. Children stay inside ferry cabin.	1	5	5	Terrorist alert – do not leave bags unattended and report any that you find.
8. Medical issues: <i>Asthma attack</i> <i>Sunburn</i> <i>Pupils need to go to hospital/go home</i>		Inhalers carried and all staff aware of sufferers. Children reminded to apply sun cream and wear hats during hot weather. Plenty of staff to cope. Basic first aid kit, and pupils' medical notes carried by a designated member of staff. Mobile phones carried.	3	3	9	
9. Accommodation: <i>Illness in the night</i> <i>Injury</i>		Children to be aware of location of staff rooms No running around site. Staff will be vigilant.	2	3	6	

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<i>Intruder</i> <i>Fire</i>		Front door locked at night. Staff rooms interspersed with children's rooms where possible. Fire procedure explained on arrival, fire procedure signs shown to children, fire doors and exits checked.				
10. Meals: <i>Food allergies/ dietary requirements</i>		UKSA will be notified of all allergies and dietary requirements. Epi pens carried by group leaders.	2	5	10	
11. UKSA Activities: <i>Distress, panic and drowning</i> <i>Injury</i>		Staff and UKSA instructors will be in attendance. Safety talks prior to departure. Safety briefing for each activity. Swimming abilities of all children known. First Aider on hand.	2	5	10	UKSA risk assessments provided for individual activities. See attached.
12. Walking to port: <i>Injury/accident by being hit by a car</i>		Specified crossing places where possible. Caution given at crossings. Children travel in groups	1	5	5	
13. Delay in return ferry: <i>Distress</i>		Reassurance by staff. Clarion Call sent to alert parents.	1	1	1	
14. Injury or tiredness taking care of disabled child	Staff	An extra member of staff on hand to help. Regular breaks	1	2	3	
15. Injury and tiredness to disabled child	Harry Dicken	Regular breaks for Harry, UKSA set up for accessibility with trained staff.	2	2	4	Call parents if Harry is unable to cope if there are any problems

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Likelihood

1.	Rare	Cannot believe that an event of this type will occur in the foreseeable future (1 to 3 years)
2.	Unlikely	Risk remains a possibility or yearly occurrence. No trend.
3.	Possible	Risk is monthly occurrence. Identified trend.
4.	Very likely	Risk is weekly or likely to occur but not persistent threat.
5.	Almost certain	Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed.

Severity

1.	Insignificant	Very minor injury (minor cuts/grazes). Very limited property damage/loss
2.	Minor	More serious injury <7 days off work/incapacity (sprains, serious cuts, bruising, injury needing medical attention. Slight property damage/loss.
3.	Moderate	RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 7 days off work. Significant property damage/loss
4.	Major	RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.	Catastrophic	Single or multiple staff fatality. Catastrophic property damage/loss

Likelihood of occurrence		Severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
1.	Rare	1	2	3	4	5
2.	Unlikely	2	4	6	8	10
3.	Possible	3	6	9	12	15
4.	Very likely	4	8	12	16	20
5.	Almost certain	5	10	15	20	25

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Risk rating	Risk acceptability	Management actions required
20 – 25	Unacceptable (significant)	Work should not be started or continued until the risk has been reduced.
12 - 16	Substantial (high)	Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable.
8 - 10	Manageable (medium)	Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified.
3 – 6	Manageable (low)	Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager.
1 – 2	Acceptable (trivial)	No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager.

Children Specific Risk Information

Children must bring sun cream and sunhats	
Warnings about being alert at the port	
Children must listen to safety instructions	

LVH..... Date.....

JEB..... Date

WTE..... Date

FC.....Date

JC.....Date.....

VCW.....Date.....

FDB.....Date.....

MME.....Date.....

SJG.....Date.....

. PAS.....Date.....

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AVH.....Date.....