

SAMPLE RISK ASSESSMENT FOR A CLUB OUTING

This is an example of the kind of risk assessment one might do – it is not conclusive as all club activities and venues present their own risks.

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| **Hazard** | **What could happen?** | **Action taken to minimise risk** |
| Management of Safety | Accidents caused through lack of knowledge of venue | Where practicable, at least one member of committee to visit venue to ensure that there is information to advise members and visitors of risks.  Obtain a copy of the venue risk assessment  Review information from venue including website so that members can be informed of any issues and can make informed decisions.  If members have reduced mobility check with venue as to whether all routes etc are appropriate for them  Advise members of any specific risks at venue.  Advise members of the need for appropriate footwear  Ensure members have full details of venue including postcode and what three words in case they need to phone the emergency services.  Carry a first aid kit and ensure members are aware of who has it  Carry list of participants at all times during visit and their mobile phone number so they can be called if the group divides to explore  Have emergency contacts for participants and ensure they have the mobile number of at least two of the committee  Request members to notify organiser of serious allergies, for example to bee or wasp stings, and ask for information as to where any medication eg epipen can be found in their possession  Review venue during visit and be prepared to notify members if a new risk is perceived. In extreme circumstances, be prepared to end the visit. |
| Coach (where used) | Vehicle Accident  Injuries getting on or off coach | Book with a reputable supplier  Visually inspect vehicle and driver on arrival and if concerns, be prepared to cancel trip.  Ensure coach is fitted with seatbelts and ask members to wear them. Similar review of coach and driver before return journey and if worries, be prepared to arrange alternative travel if you have concerns  Assist members up and down steps as required. Be prepared to help with bags etc, particularly if hands are required to use rails etc.  Warn of any risks on exiting the coach such as passing traffic. Encourage members to move away from the door such that there is space for others to leave. Instruct them where to wait. |
| Service Station Stop | Injury or death  Members being left behind or separated from group. | As above re getting on and off coach  Brief members on purpose and timings of stop. Point out location of coach so that the members can find it again. Remind members about moving traffic in coach park. Carry out a careful head count before departure. |
| Cars (where members making their own way) | Injuries in car park from manoeuvring vehicles  Parking blocking access for emergency vehicles | Instruct members of a safe place to congregate away from the manoeuvring vehicles  Follow parking instructions at venue |
| Weather issues | Extremes of weather can cause illness or injury eg  Sunstroke  Dehydration  Cold  Hypothermia  Slipping on ice  Injury from blown debris in high winds | Attendees to be informed beforehand of the need to wear appropriate clothing for the weather and the venue being visited. Wet weather protection advisable whatever the time of year  In warm weather be advised to bring sunscreen, hat, covers etc  In cold weather be advised to wear warm clothing and notified if you will be outside for a prolonged period.  Ensure there is an adequate supply of water to prevent dehydration  Be prepared to cancel the event in the event of bad weather |
| Slips, Trips and Falls | Cuts, bruisers or broken bones | Ensure any spillages are wiped up promptly  Point out uneven surfaces during visit  Prewarn members that paths etc may be uneven and stress the need for appropriate footwear |
| Members Becoming Lost | Anxiety caused by being lost.  Injuries or illness not being dealt with while separated from the group | Encourage members not to explore the venue alone  Ensure everyone is aware of time and place to meet group and any planned meets for refreshments etc.  If venue is large ask venue for maps for each member  Ensure each member has contact details for at least two of the committee or organisers present at the event |
| Venue having a body of water, eg pond, river, lake | Drowning | Make members aware that there is water, banks paths, bridges may be slippery |
| Fall from height, objects falling  from above | Injury or fatality | Make members aware of any risks, bridges etc |
| Fire | People becoming trapped during a fire, which can be fatal | Ensure members know the muster point in case of fire and where appropriate exit routes.  Keep a register or count of people attending on arrival and designate a volunteer to collect the register/count on leaving the building |