

# Braeside Education Centre - Activity Risk Assessment



Assessment of:		Leading groups to offsite activities		Venue:	Devizes, roads, footpaths, and towpaths		
Assessor:				Date:		Review Date:	
ID	Hazards Identified le: what can cause harm?	Persons at Risk le: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) le: determine the level of risk	Actions to be Taken to Minimize each Risk le: what action can you take to lower the level of risk		New Risk Factor (High, medium or low) le: risk factor after action taken to minimize the risk	
<b>❖ Roads</b>							
1	Crossing roads	<ul style="list-style-type: none"> <li>Group</li> <li>Braeside Staff</li> <li>Groups Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>Brief group on what to do at road crossings</li> <li>Walk group in pairs to minimise time in road</li> <li>Staff members to entry road when clear first</li> <li>If possible, have a member on each side of road to stop traffic.</li> <li>Use crossings wherever possible</li> <li>Plan route to crossings where possible</li> </ul>		Low	
2	Walking on roads	<ul style="list-style-type: none"> <li>Group</li> <li>Braeside Staff</li> <li>Groups Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>Where possible avoid walking on roads</li> <li>Staff spread evenly across group</li> <li>Walk on right hand side of road</li> <li>Staff to walk ahead on corner to make car aware of group</li> <li>Cross group to more visible side of corner if safer to do so.</li> <li>Walk in single file</li> </ul>		Medium	
3	Uneven surfacers(potheoles)	<ul style="list-style-type: none"> <li>Group</li> <li>Braeside Staff</li> <li>Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Leader at front to warn group of any uneven surface ahead</li> </ul>		Low	

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4	Cars	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• Staff to wear high vis jackets if visibility is low</li> <li>• Staff to walk ahead or further out to make them and group more visible to cars</li> <li>• Leader to warn group of approaching cars</li> <li>• Verbal brief to group to stop and move as close to edge as possible when cars pass</li> </ul>	Low
<b>❖ Footpaths</b>					
5	Other people/Dog	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Group briefed to keep of offside of path</li> <li>• Group to walk in single file if the path is narrow to allow people to pass.</li> <li>• Group briefed to leave dogs alone and to look out for faeces.</li> </ul>	Low
6	Uneven surface/slippy surfaces	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Leader at front to warn group of any uneven surface ahead</li> <li>• First aid kit to be carried</li> </ul>	Low
7	Driveway's, Vehicles crossing paths	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Treat driveways as road crossings See ID 1</li> </ul>	Low
8	Vehicles driving close to path/mounting Path	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• Group briefed to keep of offside of path</li> <li>• Staff to monitor group and remind them to move in if necessary</li> </ul>	Medium
<b>❖ Towpaths</b>					
9	Another people/Dog	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Group briefed to keep of offside of path</li> <li>• Group to walk in single file if the path is narrow to allow people to pass.</li> <li>• Group briefed to leave dogs alone and to look out for faeces.</li> </ul>	Low

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10	Uneven surface/slippery surfaces	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Leader at front to warn group of any uneven surface ahead</li> <li>• First aid kit to be carried</li> </ul>	Low
11	Bikes	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Leader to warn group of approaching bikes</li> <li>• Verbal brief to group to stop and move as close to edge as possible when bikes pass</li> </ul>	Low
13	water	<ul style="list-style-type: none"> <li>• Group</li> <li>• Braeside Staff</li> <li>• Groups Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Group briefed to keep of offside of path.</li> <li>• Verbal brief to be given about walking on tow paths before setting off on towpath.</li> <li>• Leader to carry throw line, demonstrate use to new staff/users</li> </ul>	Low