

SALESIANS OF DON BOSCO – RISK ASSESSMENT

PROCESS / ACTIVITY

ACTIVITY – TREASURE HUNT

	LIKELIHOOD (Chances of occurrence)		SEVERITY (Outcome)
2	Remote Possibility	2	Negligible Injury
4	Unlikely	4	Minor Injury
6	Possible	6	Major Injury or Disability
8	Very Likely	8	Death
10	Certainty	10	Multiple Deaths

HAZARDS		BEFORE CONTROLS		
		LIKELIHOOD RATING	X SEVERITY	= RISK
1	Adverse weather	6	6	36
2	Adverse conditions underfoot (slips, trips, falls)	8	6	48
3	Inappropriate clothing/footwear	8	6	48
4	Getting lost	8	8	56
5	Strangers in the area	6	8	48

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
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WHO MIGHT BE HARMED?

1	Employees
2	Volunteers
3	Young people (visiting groups)

CONTROLS

Managers are required to tick Yes or No to confirm that these Controls are <u>actually</u> in place. If they are not, you must identify them in the table below – FURTHER ACTION REQUIRED		IN-SITU	
		YES	NO
1	Team member to check weather forecast beforehand and make alternative plans if the conditions are not suitable e.g. too wet, icy, fog, etc.	√	
2	There will always be at least one qualified first aider available with suitable first aid kit. Retreat team members will only be permitted to provide basic first aid treatment.	√	
3	Participants will only be allowed to go on the treasure hunt if they are wearing the appropriate clothing/footwear e.g. waterproofs, walking shoes, hat, etc.	√	
4	Treasure hunts will only take place in daylight hours	√	
5	A retreat team member will check the area beforehand if there has been heavy rain in the preceding day/s.	√	
6	Retreat team members will place themselves at strategic points to provide assistance as required and to supervise areas where there is a perceived hazard e.g. the pool, dye works, roads, etc.	√	
7	Retreat team members will carry mobile phones (various networks) to provide as much coverage as possible.	√	
8	Treasure hunt routes will be planned so that they go through the middle of the drive.	√	
9	Participants will be briefed on the boundaries of the site and informed of the areas which are out of bounds e.g. pool, water tanks, etc.	√	
10	Participants will be divided into groups of a specified number to assist with		

	head counts which will take place at each strategic point of the treasure hunt.	√	
11	Retreat team members will start a search for participants who have not returned to base within ten minutes following the specified time e.g. one hour.	√	
12	All unknown individuals in the vicinity of the treasure hunt area will be challenged for identity by the retreat team.	√	
13	Routes will be planned so that during the course of the treasure hunt participants should not be unsupervised for more than five minutes. Year 7 pupils and younger will be supervised by an adult at all times.	√	
16	The retreat team will at all times have absolute control of the walk including; who may/may not participate, the route, duration, change of plan, etc.	√	

RISK RATING AFTER CONTROLS

HAZARDS		LIKELIHOOD X SEVERITY = RISK RATING		
1	Adverse weather	4	4	16
2	Adverse conditions underfoot (slips, trips, falls)	6	4	24
3	Inappropriate clothing/footwear	4	4	16
4	Getting lost	6	6	36
5	Strangers in the area	6	2	12

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
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FURTHER ACTION REQUIRED

Managers are required to insert further controls required		Date Completed
1		
2		
3		
4		

<p>Assessment Completed By: Management Team</p> <p>Position: n/a</p> <p>Date: July 2014</p> <p>Review Date: July 2015</p>	<p>Approved By: Anne-Marie Parkinson Health & Safety Coordinator</p> <p>Signed: AM Parkinson</p>
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