



# Parish of Romsey. Activity Risk Assessment Form

<b>PROPERTY</b>	N/A	<b>DESTINATION FOR VISIT</b>	[To be completed]	<b>REF NO.</b>	
<b>GROUP NAME</b>		<b>CO-ORDINATOR/PERSON IN CHARGE</b>		<b>DATE</b>	
<b>ACTIVITY</b>					

1. GENERAL
2. TRANSPORT
3. RESIDENTIAL VISIT ACCOMMODATION
4. USE OF A PROVIDER/TOUR OPERATOR (for example, visit to adventure centre, use of freelance guide/instructor)
5. WALKS IN NORMAL COUNTRY & TOWN
6. FOOD

These are generic risk assessments to assist with the planning and management of visits and activities. They identify the common hazards and risks associated with these activities and the primary means by which the risks are controlled. Before undertaking the activity, organisers must also make an assessment of any significant risks which are specific to their particular event.

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### RISK ASSESSMENT 1 – GENERAL

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Exposure to weather: Cold injury, heat injury, over-exposure to sun.	Minor injury	Staff, adults, choristers	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate programme, clothing and equipment.</li> <li>Plan for children who may not bring suitable clothing – check before departure and/or bring spares.</li> <li>Daily weather forecast obtained and plans adjusted accordingly.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	Provide clear information about suitable clothing and equipment to participants. Bring spares where possible.
Person lost or separated from group, inadequate supervision.	[Consider case by case – children/vulnerable adults?]	Participants	<ul style="list-style-type: none"> <li>Sufficient supervision/buddy system as appropriate (planned in advance)</li> <li>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</li> <li>Plan and use suitable group control measures (large groups split in small groups each with named leaders, identification system).</li> <li>Discuss itinerary and arrangements with participants</li> <li>Briefing to all on what to do if separated from group.</li> <li>[If children included: Lost child cards issued with chaperone contact details]</li> <li>[If children included: Ensure supervising chaperones competent and understand their roles.]</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

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Illness or injury.	Various	Participants or organisers	<ul style="list-style-type: none"> <li>• Emergency 1st aid cover accessible and appropriate</li> <li>• Leaders know how to call emergency services.</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones carried by all responsible persons</li> <li>• Emergency contacts arranged</li> <li>• First aid provision to be checked with all venues</li> <li>• If children included: Children and parents are reminded to bring individual medication, labelled and declared to chaperones to be securely kept.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	Ensure there is a first aider with a current certificate.
Special needs of specific children/vulnerable adults – medical, behavioural, educational.	Illness, injury.	Children/vulnerable adults	<ul style="list-style-type: none"> <li>• Obtain information from parents/carers</li> <li>• Make necessary arrangements for individual children including individual risk assessment and additional staffing as necessary.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Any emergency	Various	If children unaccompanied: Any trip  Participants /supervisors in	<ul style="list-style-type: none"> <li>• Cascade system in place for emergency notification of families/next of kin in event of an accident.</li> </ul>		

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		residential trips			
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### RISK ASSESSMENT 2 – TRANSPORT

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Traffic accident, coach	Injury, death, separation from group.	Participants/or ganisers	<ul style="list-style-type: none"> <li>• Coach from a reputable supplier.</li> <li>• Coaches have seat belts that staff ensure are used.</li> <li>• Buses without seatbelts are avoided if possible and never used on high speed roads.</li> <li>• Sufficient supervision</li> <li>• Suitable embarkation points used (for example, coach park, onto wide pavement).</li> <li>• Close supervision and head counts by organisers during any breaks in journey and getting on and off coach.</li> <li>•</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Use of private vehicles.	Injury, death	Participants or organisers	<ul style="list-style-type: none"> <li>• Seatbelts worn at all times.</li> <li>• No children to be transported in any private vehicle without specific permission obtained from parents (except in case of emergency).</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	[If children included, specific permission from parents obtained.]

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Service station and other breaks in journey	Injury, death, left behind/ separated from group.	Participants or organisers	<ul style="list-style-type: none"> <li>Brief participants on:               <ul style="list-style-type: none"> <li>purpose and timings of stop.</li> <li>how and where to contact staff.</li> </ul> </li> <li>Remind about moving traffic (driving on right abroad).</li> <li>Careful head count before departure.</li> <li>[If children included: Children to remain in groups lead by chaperones</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Travel sickness	Minor illness	Participants, organisers	<ul style="list-style-type: none"> <li>Participants briefed on journey details and advised to take travel sickness medication if prone to motion sickness.</li> <li>[If children included, liaise with parents in advance regarding who may suffer from this.]</li> <li>Bucket, spill kit and water to be carried on-board coach.</li> <li>Service station stops made to break journey.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
On foot	Serious injury/death	Participants/su pervisor	<p>Walk on foot planned to avoid fast roads wherever possible.</p> <p>Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.</p> <p>[If children/vulnerable adults included, children are briefed about hazards and behaviour required.]</p>	Severity of hazard : Likelihood of event : Adequacy of controls	
Use of public transport: trains, trams,	Injury, death, separated from group.	Participants/su pervisor	<ul style="list-style-type: none"> <li>Journey is planned and assessed – key risk points identified.</li> <li>Emergency plan in place –</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls	

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underground, bus, air travel.			<p>participants briefed where they are going, what to do if separated from group.</p> <ul style="list-style-type: none"> <li>• If children/vulnerable adults included: Careful supervision, particularly in crowded areas and entry, exit and change points with head counts.</li> <li>• Large groups divided into small groups each with leader(s).</li> <li>• Choristers know their group and leader(s).</li> </ul>		
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### RISK ASSESSMENT 3: RESIDENTIAL ACCOMMODATION

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Fire	Death	Participants, supervisors	<ul style="list-style-type: none"> <li>• Briefing to all participants about expected standards and code of behaviour.</li> <li>• Identify requirements at time of booking and check on arrival.</li> <li>• Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005</li> <li>• Check that there are:               <ul style="list-style-type: none"> <li>• automatic fire alarms on each floor and in public areas, which can be heard inside rooms.</li> <li>• fire extinguishers available on</li> </ul> </li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	Check of information/ assurance from reputable accommodation provider. Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival.

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			<p>each floor and in public areas.</p> <ul style="list-style-type: none"> <li>• fire exits clearly marked.</li> <li>• more than one exit from upper floors of the building.</li> <li>• torches available if emergency lighting is not provided.</li> <li>• A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines.</li> <li>• A group list is held by supervisors to ensure registration of whole party after an evacuation of the building.</li> <li>• Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</li> <li>• [If children included: Decide whether or not children's doors should be locked from the inside (see intruder section)]</li> </ul>		
Attack or disturbance by intruder	Injury, death, abduction		<ul style="list-style-type: none"> <li>• Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation</li> <li>• Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty.</li> </ul> <p>If children/vulnerable adults included:</p> <ul style="list-style-type: none"> <li>• Ensure that all windows and doors can be securely shut from the inside.</li> </ul>	<p>Severity of hazard : Likelihood of event : Adequacy of controls :</p>	

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			<ul style="list-style-type: none"> <li>• If windows lead onto balconies, ensure that staff, adults or reliable children occupy these rooms.</li> <li>• Ensure sole occupancy of the accommodation and have designated chaperone rooms adjacent to children</li> <li>• Decide whether or not children's doors should be locked from the inside – consider the balance between ensuring children wake up if fire alarm sounds during the night.</li> <li>• Ensure children understand that they inform chaperones in the event of an emergency.</li> <li>• Check children at "lights out".</li> <li>• Designate responsibilities and roles for individual chaperones including dormitory /floor groups.</li> </ul> <p>Carry out additional risk assessment if this is not possible</p>		
Safeguarding	Injury, death, abduction, abuse	Children/vulnerable adults	<ul style="list-style-type: none"> <li>• Romsey Abbey has exclusive use of sleeping accommodation.</li> <li>• Separate male and female sleeping accommodation with the exception of consenting adult couples</li> <li>• Chaperone accommodation adjacent and same floor as children.</li> <li>• Children can easily contact chaperones throughout night. Notice to be placed on bedroom door of duty chaperone so that children know who to contact at night.</li> <li>• Children are checked into rooms at</li> </ul>	<p>Severity of hazard : Likelihood of event : Adequacy of controls :</p>	<p>Pre-visit check of venue safeguarding policy and assurance of sole occupancy.</p> <p>Production and distribution of safeguarding guidance to be adhered to by all adults.</p>

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			<ul style="list-style-type: none"> <li>'lights out'.</li> <li>All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed – consult safeguarding guidance issued to all adults participating on the tour.</li> <li>Ensure children know what to do if concerned</li> </ul>		
Domestic hazards	Minor/severe injury	Participants/or ganisers	<ul style="list-style-type: none"> <li>Accommodation has tourist board rating/other external validation of standards.</li> <li>Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings.</li> </ul> <p>On arrival, adults and choristers to report any faulty items found in rooms</p>	Severity of hazard : Likelihood of event : Adequacy of controls :	Pre-visit check and/or check of information/ assurance from reputable tour operator. Check on arrival.
Hygiene	Illness	Participants/or ganisers	<ul style="list-style-type: none"> <li>Tourist board rating/environmental health endorsement or similar.</li> <li>Visual inspection of washing facilities, lighting, heating, ventilation, catering.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	Check on arrival and/or check of information/ assurance from reputable tour operation.
Night time tendencies	Injury, death	Children/vulnerable adults	<ul style="list-style-type: none"> <li>Information gained from parents about individuals' illnesses/tendencies, sleepwalking, etc.</li> <li>Suitable supervision arranged to meet needs of individuals</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	Use recommended parental consent form.
Additional needs.	Various	Participants/or ganisers	<ul style="list-style-type: none"> <li>- Pre-visit check as necessary that accommodation meets any additional needs of anyone in the group</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

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### RISK ASSESSMENT 4: USE OF PROVIDER/TOUR OPERATOR

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Provision does not meet suitable standards/ best practice.	Serious injury/death	Participants/or ganisers	<ul style="list-style-type: none"> <li>• Check organisation is reputable, competent and safe.</li> <li>• Check literature provided.</li> <li>• Gain information from other users, LA</li> <li>• Check for any external 'badges'.e.g AALS, Lotc Quality Badge, BCU,RYA etc</li> <li>• Pre-visit centre.</li> <li>• Leader maintains on-going assessment throughout visit.</li> <li>• Communicate with venue / provider in advance of visit</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Programme does not meet needs of group.	Serious injury/death	Participants/or ganisers	<ul style="list-style-type: none"> <li>• Leader gives necessary information to provider about age, ability and any special needs in group.</li> <li>• Programme is agreed with provider before visit</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

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<p>Lack of clarity about split of responsibilities between group and provider</p>	<p>Serious injury/death</p>	<p>Participants/or ganisers</p>	<ul style="list-style-type: none"> <li>• Ensure clear programme agreed and separate responsibilities for group leaders and provider clear and that all aspects of visit, travel, accommodation and activities are properly planned and risk assessed by leader or provider.</li> <li>• Check risk assessments and first aid provision for all planned venues and provided activities. Where group leader is undertaking responsibility for activities (for example, evening activities, town visits) , these are properly planned and risk assessed.</li> <li>• All risk assessments and first aid provisions to be checked with venues and providers in advance.</li> </ul>	<p>Severity of hazard : Likelihood of event : Adequacy of controls :</p>	
				<p>Severity of hazard : Likelihood of event : Adequacy of controls :</p>	

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### RISK ASSESSMENT 5: WALKS IN NORMAL TOWN/COUNTRY

Normal country = parks, enclosed farmland and fields (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road) (ASSUMES LEADER WITH GROUP)

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Falls, drowning.	Injury/death	Participants/or ganiser	<ul style="list-style-type: none"> <li>Organiser experienced of walking in terrain and of leading groups.</li> <li>Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed.</li> <li>Weather forecast obtained and conditions monitored; route changed if necessary.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Getting lost	Injury/death	Participants/or ganiser	<ul style="list-style-type: none"> <li>Organiser has sufficient navigational skills.</li> <li>Group size as low as possible and sufficient</li> <li>Large groups are best split into small groups each with competent leader.</li> <li>Head counts.</li> <li>Briefing of participants by organiser.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Injury, illness or emergency away from immediate help.	Injury/death	Participants/or ganiser	<ul style="list-style-type: none"> <li>One leader with each group first aid trained.</li> <li>First aid kit carried at all times</li> <li>Information about pre-existing medical conditions and medication carried.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

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			<ul style="list-style-type: none"> <li>• Leaders are briefed and have planned emergency procedures.</li> <li>• Communications arranged.</li> </ul>		
Exposure to extreme weather – cold, wet, heat and sun.	Injury/death	Participants/or ganiser	<ul style="list-style-type: none"> <li>• Daily weather forecast obtained. All participants have suitable footwear, clothing and equipment to match expected conditions.</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

### RISK ASSESSMENT 6: FOOD

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Participants with food allergies : Inadvertent contact Organisers not aware of allergies	Death	Participants	<ul style="list-style-type: none"> <li>• Information on dietary needs to be obtained and communicated to catering staff [and if children included, chaperones]</li> <li>• For food prepared at accommodation, catering staff should be aware of ingredients/food additives present in foodstuffs.</li> <li>• If children included: For food purchased elsewhere, chaperones to ensure that dietary requirements are understood and met by food provider</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	
Serving food	Illness	Participants	<ul style="list-style-type: none"> <li>• All kitchen workers follow Romsey Abbey Good Practice when Catering</li> <li>• All kitchen workers reminded on safe hygiene practices before food</li> </ul>	Severity of hazard : Likelihood of event : Adequacy of controls :	

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			preparation/serving starts <ul style="list-style-type: none"> <li>• Chilled/frozen food stored in refrigerator/freezer kept at correct temperatures</li> <li>• Dry foods stored in designated places</li> <li>• Only authorised personnel will be allowed to work on food preparation</li> <li>• Dirty crockery/Food waste to be cleared quickly</li> </ul>		
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<b>Assessment carried out by</b>		<b>Date of previous assessment</b>	
<b>Job title</b>		<b>Date of this assessment</b>	
<b>Signed</b>		<b>Next assessment before</b>	