

# Risk assessment and risk management record

# Educational visits and off site activities

Visit

Date

Group Leader

**Identifying the hazard – assessing the risk**

**Risk rating**

**Control measures – reducing the risk**

**Outcome**

**Site and its environment**

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**Groups**

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**Leader and activity arrangements**

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Completed by .....

Date .....

EVC .....

**Generic Risk Assessment**

**LEA – risk assessment/guidance used**

**Establishment – risk assessment/guidance used**

**Ongoing Risk Assessment**

- 1 Apply the Control measures
- 2 Monitor how effective they are
- 3 Change, adapt and revise as required
- 4 Make notes of the changes.

Examples:

Monitor the weather

Monitor traffic on the road

Monitor the group and leader motivation

**Ongoing Risk Assessment Notes**

**Alternative Plans (Plan B)**

Home/Base Contact One

On site/In area Contact

Local Police

Local Doctor

Other Local Contacts

Home/Base Contact Two

Staff Mobile

Local Hospital

Coastguard