



Risk Assessment Policy

Latest Update: April 2020

There are three categories of risk assessment, each has a specific role and will need reviewing on a regular basis. Risk assessments should be carried out by a person who has specific knowledge in the area being assessed, and a second person should inspect and validate the assessment. The three categories are:

Generic Risk Assessment

This looks at the overall activity and its provision under a clear set of circumstances. This only applies if the provision or circumstances of the activity does not change or deviate.

Site Specific Risk Assessment

This looks at the delivery of an activity in a specific location and the risks associated with it. There should be an assessment for every activity delivered in every location. Different activities delivered in the same location may not present the same risks so must be assessed separately.

Ongoing Assessment

This is carried out by the instructor on arrival at site to ensure that there have not been any changes to the recorded risks. The instructor does not need to record this process unless a new risk has been identified, in which case the hazard must be recorded in the Hazard report section of the activity location form.

The health and safety executive states that there are five stages to risk assessment, these are:

Define The Activity

What exactly is taking place, it is important to look at all aspects of the activity.

Identify The Hazards

Look at the activity and what sort of hazards exist, in particular those that might cause death or serious injury. Things to consider should include:

- Young people
- Members of staff
- Members of public / External Instructors
- Environment
- Equipment
- First Aid Provision
- Vehicles

Identify Existing Controls

Existing controls might include; group briefing, policies and procedures, operational rules, training, NGB or instructor competence, LEA procedures or other risk assessments.

Identify Any Residual Risk

Look at the hazards that have been identified and assess if the existing controls adequately address the risks. The risk rating system on the site specific risk assessment form can be used to assist this process.

Identify Any Further Controls

If there is any residual risk, then an appropriate control must be identified, recorded and put in place.

Once this process has been completed the controls must obviously be put in place to make the activity as safe as possible. By the very nature of adventurous activities, they will never be completely safe, after all that is why we do them. Members of staff should not assume just because they have completed a risk assessment and implemented controls that it is safe and they can tell their clients that it is safe. It is and will only ever be as safe as we can make it. Remember there is always something else to do and a good instructor is always thinking!

EVOLVE - EDUCATIONAL VISITS AND ACTIVITIES MANAGEMENT SYSTEM

EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.

Evolve online system is currently used by more than 22,000 schools, academies and colleges across the UK, the majority being signed up through their local authorities.

OTGA uses the EVOLVE system when leading activities with our in-house groups and partner organisations, when it is clear that OTGA will be the lead organisation for the trip.

All trips go through the same system that schools use. The approval PDF is forwarded to the appropriate person in the partner organisation at a minimum of 1 working week in advance of the trip taking place for Category 1 activities and 4 weeks in advance for residential category 2 trips.

This policy has been approved by the OTGA Board of Directors and authorised by:

Paul Kirkpatrick

Executive Director

Date: 23/4/20

Review Date 22/4/20

Signature:

