

Generic Risk Assessment - Cities

LHD – Likelihood

CSQ – Consequence

Score of 1-5 LHD x CSQ = Outcome

Hazard	Who	Risk evaluation	Existing controls	Further Action
Road crossings: road traffic accident	All	LHD: 1 X CSQ: 5 = 5	Group to walk within designated pedestrian zone. Instructors control group as per off-site procedure. Instructors trained in off-site procedures. Group briefed prior to departure.	Not required at this time
Vehicle Transit: road traffic accident	All	LHD: 1 X CSQ: 5 = 5	All passengers required to wear a seatbelt when travelling. Vehicle passenger limit must not be exceeded. Vehicle operators must be relevantly qualified and insured. All passengers should be briefed on the emergency evacuation procedure. Emergency exits/pathways must not be blocked. The vehicle must be operationally sound prior transit.	Not required at this time
Disorientation: Abduction, stranger danger	Participants	LHD: 1 X CSQ: 5 = 5	Groups briefed on danger prior trip. Groups under constant supervision or in location with strict boundaries i.e. Guests not allowed to leave shopping mall. Teachers/instructors positioned in pre-determined locations to best monitor guests. Pre-determined meeting times and locations. Phone numbers exchanged. Guests with behavioural issues to be planned for and dealt with accordingly. Guests must stay in groups of four. When moving from location to location with the group, a teacher/instructor should be leading and a teacher/instructor should be tailing. When travelling as a group they should not become separated.	Contact senior staff and begin communication protocol to deal with situation.
Slips/ trips and falls: cuts, bruises, head injury, fractures	Participants, staff	LHD: 1 X CSQ: 4 = 4	Group briefed prior to departure. All participants in appropriate PPE for off site activity. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures.	Not required at this time
Extreme temperatures: Hypo / hyperthermia, sunburn	Participants, staff	LHD: 1 X CSQ: 5 = 5	Participants wear appropriate clothing. Sun cream to be brought with and used. Water should be available to keep hydrated. Staff trained first aid trained. Staff to carry a first aid kit.	Not required at this time

Hazard	Who	Risk evaluation	Existing controls	Further Action
Petty Crime: Stolen personal belongings, emotional trauma	Participants, staff	LHD: 1 X CSQ: 2 = 2	Make people aware prior trip. Brief on how to secure items.	Report crime to relevant authority if desired.
Manual handling of equipment: Back injuries/ broken toes & similar to	Participants Staff	LHD: 1 X CSQ: 3 = 3	Guests are advised of safe handling techniques. Lifting of heavy equipment done by Voyager staff as per local guidelines. All staff trained in best practice for the transferral / lifting of activity equipment as outlined by the various NGB's.	Not required at this time
Embarking on and off the coach: Traffic accident	All	LHD: 1 X CSQ: 5 = 5	The coach is required to park in the allocation coach drop off points with children exiting onto the pavement	None required at this time.
Leaving the immediate vicinity/ Unsupervised time	All	LHD: 1 X CSQ: 5 = 5	Make people aware prior trip. Agree a meeting point & time beforehand. Brief on parameters of where to go and where not to go. Travel in minimum group of 2. If anyone see's anything suspicious go to the agreed meeting point immediately.	None required at this time.