

Activity	Hazard	Risks	Control/Mitigations
Travelling by bus/car	Exiting vehicles, crossing roads, car park	Being hit by a vehicle	Make participants aware of potential traffic
Personal belongings	Bags etc left unattended	Theft or damage Trip hazard	Make participants aware of personal responsibility re belongings
Group behaviour	Disruption, not following instruction	Safety being compromised, activity spoilt or disrupted. Cancellation of activity. Request to leave.	Group leaders must be present throughout, and supervise behaviour. Continued disruption will result in a request to leave or cancellation.
Indoor activities	Tripping, falling, scalding by hot liquids, injury through the activity. Moving furniture or equipment.	Injury	Ensure there are no trip hazards. Ensure safe serving of hot drinks. Venue specific advice. Ensure adequate briefing is given prior to the start. Ensure any health issues are reported and if necessary advice given to not take part. Ensure there is an awareness of taking part is at the participants' own risk.
Outdoor activities	Weather exposure Exposure to the natural environment. Uneven or wet and slippy surfaces. Cattle/animals en route. Travelling by car.	Slipping, tripping, falling. Insect bites/stings. Sun or heat related injuries. Traffic related accidents.	Requirement to follow group leader's instructions. Group Leader needs to check weather forecast in advance. If a passenger in another car, this decision is at your own risk. Ensure an adequate reconnaissance of the route/environment has been done in advance and any issues or hazards identified to the participants. Share info re length and type of walk/activity. Advice re equipment or clothing needed. All activities are at the participants' own risk.

Other Safety Notes:-

Check the venue has public liability insurance.

Check if there is a first aid kit on site.

Take an attendance register.

Have ICE tel nos.

Evacuation Plan – check exits and inform participants of their locations, and assembly points.

Supervision of groups is the responsibility of the group leader.

Headcounts – the Group Leader must know where participants are at all times.

Ensure all are aware that if they attend, it is at their own risk.