

## Risk Assessment ~ Chigwell Row - Night Walks

Location/activity (brief description): Hainault Forest, Chigwell Row Camp Site Activity: Night Walks	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
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Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score: 1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Participant numbers exceed permitted level	All	Maximum number of participants set for this activity -30 (plus adult leaders)	1	2	2		Instructor: Ongoing
Group meeting in dark in car park	Participants	Groups directed to meet behind shut gate or at camp fire circle	2	3	6	Chigwell Row staff where possible to supervise car park during busy drop off and pick up to ensure that no groups are meeting in places where vehicles are moving.	Chigwell Row site staff: Ongoing
Crossing Road	All	High Viz jackets for leaders to stop traffic as necessary. Group briefed about hazard and crossing procedure	2	3	6	Adult leaders supervise group	Adult leaders: duration of activity  Instructor: Ongoing

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Getting Lost	All	Group briefed to stay where they are and shout out not scream. System set up by walk leaders to ensure no one lost. Leader appointed as back marker, no one in front of walk leader on the path. Walk leaders carry head torch and large LED torch for way pointing. Suggested participants buy a glow stick.	2	2	4	Torches/glow sticks help nervous walkers	Instructor: Ongoing
Trips and Falls in forest	All	Group briefed that surface may be uneven. First aid kits and mobile phones carried by walk leaders and group leaders. Where possible someone left at Chigwell to be first port of call.	2	2	4	Please bring a first aid kit	Instructor: Ongoing

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Route	All	Route risk assessed in daylight and in dark prior to taking groups. All walk leaders familiar with the route and surrounding paths. All walk leaders familiar with escape routes to shortcut route if necessary. Group size no more than 30 people per walk unless prior notice given.	2	2	4	Please let Chigwell Row know if more than 30 people are likely to attend	Instructor: Ongoing
Camp Fire/Hot Drinks	All	Groups briefed to sit on logs not to run by fire or throw things in the fire. Hot drinks served on tray. Small amount of cold water in each one so not boiling hot. Bin provided for polystyrene rubbish - no burning (fumes)	2	2	4	Only applicable if drinks & fire ordered	Instructor: Ongoing

Risk assessment checked by member of Risk Group	Date	Signed
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### Risk Assessment scoring ~

A scoring system has been used to determine level of risk. A score (1-5) has been given for the **likelihood/frequency** of the exposure to risk and a score [1-5] to the **severity/consequence** of the outcome. By multiplying the two scores, a score can then be calculated to determine the “level” of risk, which can inform decisions as to whether any further actions are required to reduce the risk.

E.g. Likelihood/frequency of exposure to risk [2] x Severity/Consequences of outcome [2] =

4

Likelihood	Severity /Consequences				
	1 None	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2- Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20

5 - Almost Certain	5	10	15	20	25

Green - Risk well managed    Amber - Further controls should be put in place    **Red** - This activity should NOT take place until risk is significantly reduced