

RISK ASSESSMENT - EXAMPLE

Unit: 1st Anywhere Guides
Event: London Weekend Away
Date/s: 3 - 4 November 2012

Risk	Likelihood (Low/Medium/High)	Action	Notes
Guide does not arrive at Liphook on time	Low	Leaders have mobile numbers for parents. Parents have Jacqui's & Jan's mobile number for this purpose only.	
Guide arrives without equipment.	Medium	Parents have to return with any bedding. Packed lunch to be bought from Sainsbury's before they leave.	
Train does not arrive or is late	Low	If late, get next train. If no trains, get to London by another route so that we are there for start of theatre and tours.	
Guide gets lost in London	Medium	Divide Guides into the groups. Allocate leader to each group: Jane - theatre Jan - Duck tour	Provide Guides with all mobile numbers for Leaders. Phones only to be used in case of emergency. Safety talk before we leave.

		Jacqui & Michelle - Aquarium	Guides sign Event Guidelines.
Event cancelled	Low	Have alternatives in mind, such as Millennium bridge walk, Embankment.	Most indoor venues are expensive so alternative would have to be free or cheap.
Guide is ill or injured	Low	All Leaders carry First Aid kits. Use taxi if necessary to get Guide back to station.	
Lost train ticket	Medium	Buy new ticket.	
Late running of train, missed train	Low	Get next available train. Buy food on station.	Hot drink when we get back
Fire risk in hall	Low	Safety talk in hall. Check fire exits.	
Guide needs to go home	Low	Emergency contact is Cat Smith, 07777 111111.	

Mobile numbers:

Jacqui 07777 222222
Michelle 07777 333333
Jan 07777 444444
Jane 07777 555555