

## YoungDrive Risk Assessment Record

<b>Workplace:</b> Blackland Farm	<b>Activity or Work Area:</b> General site
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Task/Description	Hazard	Risk	Risk* Groups	Control Measures In place	Control Measures Required	Level of Risk <sup>1</sup>	Level of Risk <sup>2</sup>	Total Score <sup>3</sup>
Walk to site	Un even and slippery surfaces	Trip or fall	D	-Escort Groups to the site, and pay attention to conditions	-Maintain tracks and paths ensuring as ground is as level as possible	4	2	8
Walk Around Site	Hidden pot holes in Grass	Trip/fall/ Twisted ankle	D	-Alert people to un even spots and escort groups around site	-As Soon as ruts and pot holes are Identified ensure ground repairs are made	3	2	6
Encounter vehicles on track or courses	Moving Vehicles	Being run over	D	-Escort Groups to the site, Only trained instructors to drive on track	-Continuous updates for Instructor driver training	1	5	5
Being outside in the open	Extreme weather conditions	Sun burn/sun stroke or Catching a chill	A/B	-Situate safe areas in shade where possible. -Encourage people to use their sun lotions and wear hats -provide plenty of drinking water or squash -keep people on the move -In extreme cold Ensure heaters are on, on the bus -Encourage people to keep their coats on	-Continuous training to new instructors -Continuous monitoring the participants	4	2	8

<sup>1</sup> See table marked Likelihood

<sup>2</sup> See table marked Severity

<sup>3</sup> See table marked Assessment Score

<b>Assessor:</b>	<b>Name:</b> Tim Mckay	<b>Position:</b> Owner	<b>Date:</b> 1/8/10	<b>Review Date:</b> 1/08/11
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* A= Participants	* B= Spectators	* C= Passers By	* D= All
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## YoungDrive Risk Assessment Record

<b>Workplace:</b> Blackland Farm	<b>Activity or Work Area:</b> The Bus
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Task/Description	Hazard	Risk	Risk* Groups	Control Measures In place	Control Measures Required	Level of Risk <sup>1</sup>	Level of Risk <sup>2</sup>	Total Score <sup>3</sup>
Entering the bus, going up and down stairs	Steps	Trip/fall	A/B/C	-Mark the edges of the steps brightly, and point out grab rails -Alert Staff, participants and spectators to the hazard	-Ensure all new instructors are made aware of risk and that they pass on this knowledge participants and spectators/ maintain steps and grab rails	4	2	8
Broken widow	Broken glass	Cuts	D	-All glass is to be safety glass	-Replacement windows to be Polycarbonate	2	3	6
Fall from top Escape Window	Fall from height	Injurers from fall	A/B/C	-No unsupervised entry to the buss	-Ensure bus continues to be locked while instructors are out on site	1	4	4
Fire on Bus	Fire	Burns	D	-Fire extinguishers to be located on bus -Fire exits to be pointed out to all -follow fire emergency procedure	-Maintain fire equipment/ Brief all new staff on fire procedure	1	5	5
	Un authorized entry on the bus	Injury due un supervised use of the bus	A/B/C	-Doors to be closed and lock when instructor are not present -Participants briefed not to go on board without a YoungDrive instructor telling them to do so	-Continuous training to new instructors	2	4	8

<sup>1</sup> See table marked Likelihood

<sup>2</sup> See table marked Severity

<sup>3</sup> See table marked Assessment Score

<b>Assessor:</b>	<b>Name:</b> Tim Mckay	<b>Position:</b> Owner	<b>Date:</b> 1/8/10	<b>Review Date:</b> 1/08/11
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