

RISK BENEFIT ASSESSMENT

Activity:	Discovery Walk – Single/Double/Half-Day Session	Date:	January 2020
Assessors:	Rob McGurk	Review date:	January 2021

Benefits: Participants are given the opportunity to learn basic orienteering and map reading skills, as well as to complete a reasonably challenging physical activity.

Risks: See below.

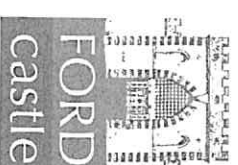
Ratios: There will be a recommended ratio of 1:15 (qualified instructor/children). A ratio of 1:16 can be used with prior agreement from the visiting party leader (or Residential Compliance Coordinator for NCS) and Ford Castle Adventure. Teacher's/Group Leader's presence requested to assist with group management.

Accessibility: All our instructors will ensure that medical notes for their group are checked and understood prior to the activity. All our instructors are aware of various inclusive strategies and will endeavour to meet the needs of all of our guests.

Hazard	Who is at risk	PRECAUTIONS in place to reduce the risk of injury
Slips, trips and falls	Participants, instructor	First Aid kit carried. Session brief given by trained and assessed instructor. Instructor will warn participants of muddy areas or difficult terrain. Continued staff appraisal and regular monitoring by senior staff. Instructor carries a phone.
Allergic reactions to local flora/fauna	Participants	Allergy check prior to session. Session brief given by trained and assessed instructor. Continued staff appraisal and regular monitoring by activity manager. Alternative routes available if areas have wasps' nests. Access to first aider.
Medical issues/allergic reactions	Participants, instructor	Medical/allergy information check prior to session. Instructors must assure that all members of the group are carrying any personal medical equipment that they may require. Instructor carries a First Aid Kit and phone.
Participants getting lost	Participants	Instructor to manage group effectively and ensure nobody lags behind or runs off in front. Instructor carries a phone.

Sign: R McGurk Date: 14/01/20

Sign: [Signature] Date: 14/1/20



RISK BENEFIT ASSESSMENT

Activity:	Excursions – All trips including Heatherslaw Mill & Railway, Etal Castle, Lindisfarne, Farne Islands, Bamburgh, Alnwick Castle	Date:	January 2020
Assessors:	Rob McGurk	Review date:	January 2021

Benefits: Giving our guests the opportunity to explore places of interest in Northumberland, which may be linked to work they are covering, offering a unique educational experience in places of historical and scientific interest.

Risks: See below.

Accessibility: Medical notes for visitors are checked and understood prior to arrival. Our staff are aware of various inclusive strategies and will endeavour to meet the needs of all our guests.

Hazard	Who is at risk	PRECAUTIONS in place to reduce the risk of injury
<p>Visitor/child getting lost</p> <p>Visitor/child run over</p> <p>Visitor/child straying onto unsafe ground</p> <p>Visitor/child falling from rocks</p> <p>Visitor/child drowning</p> <p>Visitor/child falling on steps, general slips, trips & falls</p>	<p>ALL</p>	<p>Thorough liaison between Head Office and Party Leader in advance to arrange excursions.</p> <p>Liaison between Centre Manager & Party Leader, plus accompanying Ford Castle staff member, to ensure objectives of excursion are met.</p> <p>Sensible group leader training where necessary, group leader carries phone and first aid kit.</p> <p>Group leader and teachers to ensure safe crossing of roads, and to supervise whilst children safely disembark of coach. Discussion with coach drivers/operators to agree sensible parking locations (where necessary).</p> <p>Weather considerations taken into account before departure, plans altered if necessary.</p> <p>Local guides used on Farne Islands, and other excursions if necessary.</p> <p>Location of toilets & shops known to group leaders.</p> <p>Plan for timings, lunch etc agreed prior to departure, and meeting points/times confirmed again if group is to split as part of the excursion.</p>

Ford Castle Adventure Ltd

Sign: R Nelson Date: 14/01/20

Sign: [Signature] Date: 15/1/20

