

Field Trip Risk Assessment



Eg. Indoor and outdoor field trips away from Holybourne Village Hall.

Members to be provided with risk assessment via the website as well as new members as part of the induction process.

Hazards	Risk control
Slips, trips & falls	<ul style="list-style-type: none"> Look out for trip hazards especially when in the process of taking images Be especially careful in less well-lit areas or areas that are wet and could be slippery
Exposure to adverse weather	<ul style="list-style-type: none"> Bring suitable clothing, sun cream, etc to cater for full range of likely weather conditions Cancel event if weather conditions are extreme
Medical problems	<ul style="list-style-type: none"> Do not attend an activity if you feel unwell Take regular breaks or stop if needed. (Always Inform organiser if leaving the event) Inform the organiser of relevant medical issues as needed. After outdoor activities in grassland, check yourself for ticks
Being distracted whilst taking photographs	<ul style="list-style-type: none"> <u>Traffic</u>: use road awareness and use pedestrian crossings where available <u>Water</u>: keep at a safe distance, pay attention to warning signs. <u>Equipment</u>: ensure your equipment does not cause a trip hazard for others. (eg bags and tripods). Security: Be vigilant of pickpockets and people that may wish to cause you harm.
Personal safety	<ul style="list-style-type: none"> Familiarise yourself with the planned route/details of activity
Separation from group	<ul style="list-style-type: none"> Liaison points should be arranged for any members not possessing a mobile phone. Contact organiser of the event/member of the committee, for non urgent matters the event WhatsApp group should be used
Loss of property	<ul style="list-style-type: none"> Keep personal items with you at all times. Store equipment and belongings securely (and out of sight when possible) when not used.
Personal injury arising whilst travelling	<p><u>Shared lifts</u></p> <ul style="list-style-type: none"> Lifts are accepted by members at their own risk Those offering lifts should ensure they are insured to do so <p><u>Rail travel</u></p> <ul style="list-style-type: none"> Keep away from the edge Stand clear of closing doors Mind the gap between train and the platform Pay attention to announcements and warning posters
Night events	<ul style="list-style-type: none"> Particular care should be taken of all Hazards during night events
Additional potential hazards for indoor activities whilst away from the club	
Use of electrical equipment	<ul style="list-style-type: none"> Electrical equipment should be plugged into RCD socket Visual inspection of plugs and equipment before use to ensure in good condition and no loose or exposed wires Cables should be routed to avoid being a trip hazard or covered with mats where possible Extension leads should be fully unwound and not be piggy backed
Use of equipment at height	<ul style="list-style-type: none"> All equipment should be placed on a secure stand

Reviewed: 9 February 2024 Kelvin Perry (Chairman)