

Work Task List

Company:	BCLC	Department:	Youth	Location:	Swansea
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Location	People	Equipment	Activities
Oakwood, Pembrokeshire	Youth, staff and Volunteers	Rides	Being in Oakwood park
	Youth, staff and Volunteers	Coach	Getting to and from the coach
	Youth, staff and volunteers	coach	Being on the coach
	Youth, staff and Volunteers	Food, chairs, tables	Eating and drinking
		First Aid Kit	Giving first aid

Hazard Checklist

Company:	Department:	Location:
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Work Activity	Description of the hazard	Number and occupation of people affected	Risk assessment recommended
Being in Oakwood park	Somebody could get lost Somebody could leave the park Somebody could trip or fall (please see separate risk assessment) Somebody could get attacked, taken or hurt	30 young people and 5 leaders	yes
Getting to and from the coach	Somebody could get lost Somebody could trip or fall (please see separate risk assessment) Somebody could get attacked	30 young people and 5 leaders	yes

Being on the coach	Somebody could slip, trip or fall	30 young people and 5 leaders	yes
Eating and drinking	Somebody could trip or fall (please see separate risk assessment) Somebody could choke on their food Somebody could have an allergic reaction to their food	30 young people and 5 leaders	yes

Risk assessment form

Company:	Department:	Location:
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Work activity	Hazard, hazardous event and expected consequence	People affected	Assessment of risk			Are risk controls required?
			Likelihood level	Consequence level	Risk level	
Being in Oakwood	Somebody could get lost and not know where to go to find us	Occupation 30 young people 5 leaders Number	2	2	4	Rob Mc's mobile number will be given to group members in case they get lost. All will be shown where the reception is which will be the meeting point for anyone who gets lost.
	Somebody could leave the park and get attacked	30 young people 5 leaders	1	5	5	Youth will be instructed not to leave the park under any circumstances.
	Somebody could get attacked / taken and hurt	30 young people 5 leaders	1	5	5	The youth will be in groups of no more than 6 and under 12s will have a leader with their group. 13+ will be advised not to go off by themselves but stay in their group.
Getting to and from the coach	Someone could get knocked down or lost and become injured	30 young people 5 leaders	1	5	5	The group will move around in their smaller groups and be given a safety briefing before coach goes anywhere. As it is the start meeting piont

	Somebody could get attacked and become traumatised by the situation	30 young people 5 leaders	1	5	5	The youth will be in groups of no more than 6 and under 12s will have a leader with their group. 13+ will be advised not to go off by themselves but stay in their group.
Being on the coach	Somebody could slip, trip or fall on the bus and injure themselves	30 young people 5 leaders	2	3	6	Youth are told to stay seated during the journey,
Eating and drinking	Somebody could choke on their food and stop breathing	30 young people 5 leaders	1	4	4	There will be a fixed time for lunch that will last 20 – 30 mins to allow for no rushing.
	Somebody could have an allergic reaction to their food	30 young people 5 leaders	1	4	4	Allergies will be known in advance from consent forms for the trip.
Clothing and footwear	Somebody wear the wrong or not wear appropriate clothes or shoes	30 young people 5 leaders	2	2	4	All persons will be told to wear appropriate footwear for the day. All will be told to take clothes to change into if they get wet or cold.

Date:	15/10/12	Review period:	1 year	date of next review:	15/10/12
Assessors name:	Rob McAvoy	Position:	Youth Co-ordinator		
signature:					