

## BRITISH DRAGONFLY SOCIETY RISK ASSESSMENT FORM FOR FIELD TRIPS

SITE NAME AND GRID REF. (plus postcode of car park if available)	NAME OF LEADER(S)	DATE OF TRIP	NEAREST MEDICAL CENTRE (location and phone number)
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The profile overleaf provides a list of the risks that should be considered when performing a risk assessment for field trips. The list is as comprehensive as possible BUT is not exhaustive and any other risks, especially ones specific to the site under assessment, should be included on the form as necessary.

**NOTE**

- Under HAZARD, delete those that do NOT apply, add others as appropriate
- Under RISK, delete those that do NOT apply, add others as appropriate
- Under RISK LEVEL, ring/circle only ONE, the relevant one
- Under ACTION, delete those that do NOT apply, add others as appropriate

Whenever possible this form should be completed by the Leader of the Field Trip. If it is completed by someone else, the Leader shall receive a copy 24 hours before the trip. Emergency services may use grid references or postcodes to locate sites, so these should be noted. The Leader shall take this form or a copy on the Field Trip for reference. On completion of the Field Trip this signed form shall be maintained on file for future reference.

Signature of Assessor ..... Date of Assessment .....

Signature of Leader if NOT the Assessor ..... Date .....

**NOTE**

- All children under the age of 16 must be accompanied by an adult. It is the responsibility of the accompanying adult to ensure that all children behave appropriately.
- All Field Meeting Leaders should carry a mobile phone and if possible a basic First Aid Kit in case of emergencies. In areas of poor mobile phone reception, Leaders should identify in advance locations with better reception or identify the location of the nearest landline.
- Ensure you know the postcode of the site or the nearest vehicle access to it. This will help the Emergency Services to locate you in case of accidents or medical incidents.

HAZARD	RISK	RISK LEVEL	ACTION
Long walk and/or arduous conditions	Tiredness leading to accident	Low/Medium/High	Amend route / Leader watch for signs of fatigue / Rest breaks
Muddy, boggy ground	Slipping, injury	Low/Medium/High	Advise on risk and wear appropriate footwear / Avoid area if possible
Waterbodies present – ditches, ponds, lakes	Falling in from bank (or boat) leading to drowning, hypothermia or physical injury. Waterborne diseases eg Weil's disease	Low/Medium/High	Warn that children should be supervised by their own responsible adult / Advise on risk / Inform on symptoms of Weil's disease / Cover open wounds to avoid contamination
Steep slopes	Slipping, falling, injury	Low/Medium/High	Advise on risk and wear appropriate footwear / Avoid area if possible
Gates, stiles, barbed wire fences	Slipping, injury, cuts	Low/Medium/High	Ensure gates are opened/closed correctly / Assist young, old or infirm / Avoid barbed wire fence if possible
Footbridges, liggers (single planks over water)	Drowning, physical injury through falling	Low/Medium/High	Advise on risk / Assist young, old, infirm and anxious
Uneven ground, tree stumps, objects in path	Tripping, falling, scratches	Low/Medium/High	Advise on risk especially young, old or infirm / Avoid if possible
Weather	Exposure/Sunstroke/Dehydration/Fatigue/Exhaustion	Low/Medium/High	Advise on risk / Wear appropriate clothing / Carry plenty of water / Leader watch for signs of fatigue / Rest breaks
Plants, trees	Rashes, scratches, poisoning, tree or branch fall	Low/Medium/High	Advise on risk / Wear appropriate clothing / Advise on poisoning risk especially for children / Inspect trees along route / Avoid trees in extreme weather conditions
Dust, pollen, spores	Allergy, Asthma attack, Hay fever	Low/Medium/High	Advise on risk / Ensure allergy sufferers carry their medication
Insects and arthropods	Bites, stings, Lyme disease	Low/Medium/High	Advise on risk / Use insect repellent, cover bare skin, what to do if bitten / Remind to check for ticks after visit / Ensure allergy sufferers carry their medication
Adders	Bite	Low/Medium/High	Advise on behaviour to avoid, what to do if bitten, likely sites to be found
People	Injury and/or fatigue to young/old/infirm	Low/Medium/High	Children under supervision of adult / Leader watch for signs of fatigue / Rest breaks / Exclude from trip
Animals	Dogs fighting, allergies, phobia Stock animals – phobia, injury	Low/Medium/High	Keep dogs on lead / Exclude from trip Advise on risk / Avoid if possible