

Health & Safety  
**RISK ASSESSMENT**

<b>Activity / Task</b>	[ School Name] Photography Afterschool Club
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**Who is affected by this Activity/Hazard? (Enter the letter of those affected into the 'affected' column)**

A = You or Your Staff  
B = Students  
C = Members of the Public / Guests

	Description of Hazard/Risk (See below)	Affected	Likelihood (See below)	Severity (See below)	Risk Level (See below)
1	Separation from group/ lost in grounds	B	2	3	8
2	Child not arrived in class and could be lost	B	2	4	8
3	Wet poor weather – potential to get wet and cold	A,B	3	2	6
4	Dark lighting – resulting in child bumping into surroundings	A,B	2	3	7
5	Undulating ground, branches, debris – resulting in injury	A,B	2	3	7
6	Parents to meet child at home time – risk of child getting lost	B	1	4	8
7	Coronavirus – Please see separate doc				

<b>Recommended Control Measures</b>	
1	Register and child count taken at start and end of class, children told to stay as group, group leader vigilante about whereabouts of each child in group.
2	Register and child count taken at start and end of class, if child hasn't arrived group leader to check initially with school, then to call or text parent and make adequate reasonable research.
3	Session will be moved indoors if poor weather
4	Keep movement to a minimum in dark light and remain in one area as group to minimise risk
5	Group leader to be vigilante and assess ground. Warning and supervision by group leaders if needed
6	Group leader to confirm child has met parents or has written parental permission for them to find their own way home.

<b>Assessed By:</b>	[Name of group leader]	<b>Position:</b>	Group Leader	<b>Signed:</b>		<b>Date:</b>	
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Likelihood	1 – V Unlikely	2 - Unlikely	3 – May Occur	4 - Likely	5 – V. Likely	6 – Will Occur
Severity	1 – Lost Time	2 – V Minor Inj	3 – Minor Inj	4 – Major Inj	5 - Fatality	6 – Multiple Fat

**Risk Level = Severity x Likelihood**

<b>Risk Factor 0-6 LOW</b> No Action Required	<b>Risk Factor 7-17 MEDIUM</b> Some action required, review for each event day as required	<b>Risk Factor 18-36 HIGH</b> Immediate action and further controls required
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