
APPENDIX 1: GENERIC OUT OF CLASSROOM RISK ASSESSMENT

This appendix contains the FSC generic out of classroom risk assessment. It uses the system identified in FSC's Risk Assessment OCoP L1 to recognise hazards, assess risks and identify control measures.

This risk assessment should be used for all FSC organised activities, supported by appropriate environment and activity risk assessments as required.

Within the Control Measures (G**) is used to identify a 'Generic' control measure used throughout the FSC OCoP L2P risk assessments.

FSC	Generic Out of Classroom Risk Assessment:	All environments and activities
	To be read in conjunction with:	FSC Operational Code of Practice P01

Hazards	Persons at Risk FSC Employee; Students; Non-FSC Staff; Public; All	Risk without controls			Control Measures	Risk with controls		
		Outcome	Likelihood	Total Risk rating		Outcome	Likelihood	Total Risk Rating with controls
Slips and Trips: e.g. Water margins, paths, pavements, equipment, tree roots, holes	All	4	4	16	(G14) Tutors should use an up-to-date weather forecast and knowledge of the site and use this to advise Groups on the appropriate personal equipment needed for the session e.g. footwear, hydration etc. (G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G2) Tutors should follow the FSC Technical Equipment Policy and / or FSC Equipment Method Statements and relevant OCoPs. (G7) Tutors should ensure all equipment is kept appropriately during activities, fieldwork and whilst in storage and have a system to check and remove broken or damaged fieldwork equipment from group use. (G9) Tutors should ensure that the site used is appropriate for the activity and pace of the activity is appropriate for the Group.	4	2	8
Bumps: e.g. Carrying equipment, static experiments, trees, street furniture	All	3	2	6	(G2) Tutors should follow the FSC Technical Equipment Policy and / or FSC Equipment Method Statements and relevant OCoPs. (G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G16) Tutors should advise groups of potential hazards and any appropriate safety precautions. (G7) Tutors should ensure all equipment is kept appropriately during activities, fieldwork and whilst in storage and have a system to check and remove broken or damaged fieldwork equipment from group use.	3	1	3
Cuts or Scrapes: e.g. Sharp bed load, litter, equipment, vegetation	All	4	3	12	(G16) Tutors should advise groups of potential hazards and any appropriate safety precautions. (G2) Tutors should follow the FSC Technical Equipment Policy and / or FSC Equipment Method Statements and relevant OCoPs. (G5) Tutors should be aware of information relating to outdoor diseases (OCoP L6.6P) and ensure groups are aware of any necessary hygiene precautions. (G7) Tutors should ensure all equipment is kept appropriately during activities, fieldwork and whilst in storage and have a system to check and remove broken or damaged fieldwork equipment from group use. (G17) Tutors should have quick access to an FSC safety sack which includes the SWICs and be trained in the use of the safety sack contents.	3	2	6

Falls into, onto: e.g. vegetation, water, rocks / stones, equipment	All	3	4	12	(G13) Tutors should be aware of alternative access and egress routes and choose a "route through" or "part of" the environment that is appropriate to the Group, weather and activity being undertaken.	3	3	6
Hazardous substances e.g. Poisonous plants, fungi and animal faeces, chemicals	All	3	3	9	(G16) Tutors should advise groups of potential hazards and any appropriate safety precautions. (G24) Tutors must follow procedures for Hazardous Substance and brief or demonstrate to groups the correct handling methods and specific hazards, before groups handle hazardous substances.	3	2	6
Manual Handling: carrying equipment, safety sacks, rucksacks	All	4	2	8	(G2) Tutors should follow the FSC Technical Equipment Policy and / or FSC Equipment Method Statements and relevant OCoPs. (G6) Tutors should brief or demonstrate to the Group the correct method of carrying and using suitable equipment, and ensure items to be handled are of appropriate size for the group.	4	1	4
Traffic e.g. Vehicles, roads, car parks, cattle grids, forestry operations, cycle paths, bicycles	All	5	3	15	(G13) Tutors should be aware of alternative access and egress routes and choose a "route through" or "part of" the environment that is appropriate to the Group, weather and activity being undertaken. (G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G16) Tutors should advise groups of potential hazards and any appropriate safety precautions.	5	1	5
Environment: Weather	All	5	3	15	(G14) Tutors should use an up-to-date weather forecast and knowledge of the site and use this to advise Groups on the appropriate personal equipment needed for the session e.g. footwear, hydration etc. (G3) Tutors must ensure there is an alternative plan (Plan 'B') in existence and be able to implement it when required. (G17) Tutors should have quick access to an FSC safety sack which includes the SWICs and be trained in the use of the safety sack contents.	3	2	6
Environment: Known Diseases and Hygiene e.g. Lyme's disease	All	5	3	15	(G5) Tutors should be aware of information relating to outdoor diseases (OCoP L6.6P) and ensure groups are aware of any necessary hygiene precautions.	5	1	5
Hazards linked with place / activity: Location/Environment: OCoP L2.2P	All	5	4	20	(G10) Tutors should make an appropriate pre-visit to the site (within an appropriate and reasonable time period, for that site) and must be familiar with the Site Working Information Card (SWIC) and background information. (G17) Tutors should have quick access to an FSC safety sack which includes the SWICs and be trained in the use of the safety sack contents. (G22) Tutors should have access to, and be competent to use, maps and / or navigation equipment as appropriate.	4	2	8

Hazards linked with place / activity: Activity: OCoP L2.3P and L2.4P and L6.4P	All	5	4	20	(G1) Tutors must be aware of and follow the FSC Operating Code of Practice (OCoPs) and Learning Location procedures. (G2) Tutors should follow the FSC Technical Equipment Policy and / or FSC Equipment Method Statements and relevant OCoPs. (G23) Tutors must ensure that all accidents, incidents and near misses are recorded, using current FSC and Learning Location procedures.	4	2	8
Hazards linked with place / activity: Contact with organisms / animals that bite / sting	All	5	2	10	(G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G16) Tutors should advise groups of potential hazards and any appropriate safety precautions. (G29) Tutors should stop the activity / move location if required.	5	1	5
Hazards linked with place / activity - Contact with public: anti-social behaviour, 'Stranger Danger'	All	5	3	15	(G13) Tutors should be aware of alternative access and egress routes and choose a "route through" or "part of" the environment that is appropriate to the Group, weather and activity being undertaken. (G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G16) Tutors should advise groups of potential hazards and any appropriate safety precautions. (G29) Tutors should stop the activity / move location if required.	5	1	5
Individual Capability: Groups / Individuals	All	5	2	10	(G15) Tutors should communicate the appropriate sections of the FSC Behaviour Standards to Groups. (G11)Tutors should be aware of any individuals' medical, behaviour or disability needs prior to the course and plan for them. (G25) Tutors must ensure all members of their Groups are appropriately supervised and / or briefed	3	2	6
Individual Capability: FSC staff	All	5	3	15	(G4) Tutors should be appropriately recruited, inducted and trained as required by FSC.	5	1	5
Hazards requiring special training: Emergency / Unforeseen Circumstances e.g. Tutor illness, Student illness	All	5	4	20	(G1) Tutors must be aware of and follow the FSC Operating Code of Practice (OCoPs) and Learning Location procedures. (G3) Tutors must ensure there is an alternative plan (Plan 'B') in existence and be able to implement it when required. (G10) Tutors should make an appropriate pre-visit to the site (within an appropriate and reasonable time period, for that site) and must be familiar with the Site Working Information Card (SWIC) and background information. (G17) Tutors should have quick access to an FSC safety sack which includes the SWICs and be trained in the use of the safety sack contents.	4	2	8