

<p><b>Key Guidance</b> This section provides a quick overview of some of the key concepts in Army Cadet risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.</p> <p><b>Hazard</b> is anything that may cause harm, e.g. working at height on a ladder.</p> <p><b>Risk</b> is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.</p> <p><b>Dynamic Risk Assessment</b> compliments generic and specific risk assessment. Regardless of completing this AF 5010-C, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.</p> <p>Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed</p>	<b>Likelihood (L)</b>  1 – Remote / Rare 2 – Unlikely 3 – Possible 4 – Probable 5 – Highly Probable (Almost Certain)	<b>Multipled by</b>	<b>Impact (I)</b>  1 – Minor 2 – Moderate 3 – Major 4 – Severe 5 – Critical  <i>Note: impact number is unlikely to change with control measures</i>	<b>Equals</b>	<b>Risk Score Calculation</b>						
							<b>Likelihood</b>				
							1	2	3	4	5
					<b>I m p a c t</b>	5	5	10	15	20	25
						4	4	8	12	16	20
3	3	6	9	12		15					
	2	2	4	6	8	10					
	1	1	2	3	4	5					

**5 Step Process** → **Step 1** – Identify the hazards      **Step 2** – Decide who might be harmed and how      **Step 3** – Evaluate the risks and decide on precautions (control measures)      **Step 4** – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures      **Step 5** – Review your risk assessment and update as necessary

<b>Cty/Cont/CTT &amp; Sub Unit</b>	Pates Grammar School	<b>Assessor (No, Rank, Name):</b>	C32007, Lt, Berry
<b>Activity:</b>	Ex Olaf Ski Challenge	<b>Assessor's signature:</b>	
<b>Generic or Specific Risk Assessment:</b>	Yes	<b>Assessment Date:</b>	16/02/2019
<b>Relevant Publications / Pamphlets / Procedures:</b>	AGAI Vol1 Ch11 & 18, JSP 375, JSP 419, JSP 800, Cadet AT & OCP Manual and LANSO 2901	<b>Review Date for GRA (Step 5):</b>	15/02/2020

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Cadet personnel – Injury • Military personnel - injury • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
1	Travel	Driver fatigue / distraction causes RTA	Multiple injuries to cadet personnel · and general public · Equipment damage · Spill of fuel / lubricants (assumed low environmental impact)	Contract coach company used. Driver's hours adhered to. Passengers briefed on procedures to be adhered to whilst travelling on the coach. Drivers to comply with all highway codes and laws of the countries concerned. Seat belts are to be worn always, there is to be no moving around the coach unless going to the toilet. Cameras with flashes are not to be used.	2	5	10	No	Coach kept free of rubbish during the trip and all hand luggage is to be stored securely.  Staff are to carry out a full nominal roll before the journey continues after each stop.	1	5	5	
2		Behaviour	Personnel Injury	A full brief will be given before departure on acceptable standards of behaviour.	2	3	6	Yes					
3		Aeroplane	Medical/Physical	If anyone suffers from travel sickness has prescribed anti sickness medication needs to take it at least 30 minutes before departure.	1	2	3	Yes					

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				<p>Anyone who develops travel sickness is to inform a member of staff.</p> <p>Everyone is to ensure that they adhere to the Airlines full safety brief.</p> <p>Directing staff are to ensure the safety of the cadets always including a full nominal roll before and after departure.</p>									
4		Security	Physical	<p>All personnel are to make sure their personal items are accounted for at all times and are not to leave their baggage lying around or unsupervised.</p> <p>Staff are to make sure that the Cadets are kept under supervision and are accounted for regularly.</p>	3	1	3	Yes					
5	Accommodation	General	Physical	<p>A full brief will be given on arrival to include expected and accepted standards of behaviour. i.e.</p> <p>No running in or around the lodge, no leaving bags in corridors. Storing the ski equipment in the allocated storage space and being respectful to other users, visitors and staff.</p>	3	2	6	Yes					
6		Fire	Physical	<p>As per the lodge fire risk assessment.</p> <p>Everyone will be briefed on actions to be taken, within the first hour of arrival at hotel.</p>	2	5	10	No	Everyone will be briefed that all rooms are to be kept tidy, and all electrical appliances are to be switched off when not in use or they have vacated the room.	1	5	5	
7		Security	Physical	<p>No student is allowed to leave the facility without the permission of the directing staff.</p> <p>Every member of staff will be in procession of a room list of all the students and the students will be informed of the pastoral staffs' locations.</p> <p>Valuables must be secured and doors locked when no one is in the room.</p>	1	5	5	Yes					

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				Bed checks will be made and main doors secured for the night after the checks.									
8	General	Drugs, Smoking and Alcohol	Physical	School policy is to be adhered to.  There is a zero tolerance on all drugs, smoking and alcohol.  No students are to leave the venue without permission.	2	5	10	No	Cadets are to be under the supervision of members of staff when not participating in the activity.	1	5	5	
9	Swimming	Drowning	Physical	As per the Swimming Pools Risk Assessment.  No lone swimming.  No swimming within an hour of consuming food.	1	5	5	Yes					
10	Welfare	Bullying	Emotional  Physical	School policy on anti-bullying to be in place.  Staff to be aware of any health and welfare issues of pupils on trips.  Any illness or injury that prevents a pupil from participating on an activity, there must be a member of staff that remains with them.  Expedition leader is to inform parents of any student admitted to hospital and to ensure that all relevant care is given to the student.	2	3	6	Yes					
11	Skiing	General	Physical	All instructors will hold a current DBS. There will be an instructor ratio 1:8.  Each Group will be given an adult mentor who is responsible for those pupils when not skating with the instructor.  All will be briefed on the Mountain Safety Code and informed of the nearest First Aid point.  Students will be escorted by a member of staff should treatment be required. Suitable protective clothing is to be worn and students will be checked before and after by the staff.	3	5	15	No	The instructor is responsible for choosing the location for skiing.  Any accident must be reported to the expedition leader at the earliest opportunity.  Any accident which results in the need for assistance to leave the Mountain must be investigated by the local police.  A member of staff must be present if the police are involved.	1	5	5	

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12									Staff to check medication is carried prior to start of activities.  If none emergency treatment is required then the pastoral team will use the safety vehicle to take the student to the local A&E.  For all emergencies the ambulance will be called on 112 and 110 for the police.				
13		Medical	Physical	All staff to be made aware of all personnel with medical conditions.  All asthma pupils to carry their inhaler in their top left hand pocket.  All staff to know the location of the nearest hospital and procedures on how to get there.  All to be briefed on the dangers of Hypothermia and Sun burn.  A copy of everyone's passports and EHIC are to be carried by each group leader and a copy kept on the coach.	3	5	15	No	Staff to check medication is carried prior to start of activities.  If none emergency treatment is required then the pastoral team will use the safety vehicle to take the student to the local A&E.  For all emergencies the ambulance will be called on 112 and 110 for the police.	1	5	5	

Authoriser (See risk management table on next page)	No, Rank, Name	Post	Date	Signature
Existing and additional controls agreed				
Where risk score is over 15 Comdt/Cont Comd/OC CTT/CO CTC to verify suitability of proposed controls and confirm additional controls are implemented.				

**NOTES****Risk = Likelihood x Impact**

Likelihood		Definition
5	<b>Highly Probable (Almost Certain)</b>	Is expected to occur in most circumstances
4	<b>Probable</b>	Will probably occur at some time, or in most circumstances
3	<b>Possible</b>	Fairly likely to occur at some time, or some circumstances
2	<b>Unlikely</b>	Is unlikely to occur, but could occur at sometime
1	<b>Remote / Rare</b>	May only occur in exceptional circumstances

Impact		Example (Health Safety, Environment & Safeguarding)
5	<b>Critical</b>	<ul style="list-style-type: none"> <li>Fatality or permanent, life changing injuries to an individual.</li> <li>Incident causing a major environmental impact.</li> <li>A serious safeguarding incident which may have a life altering effect</li> </ul>
4	<b>Severe</b>	<ul style="list-style-type: none"> <li>Injuries which have a short-term impact on normal way of or quality of life.</li> <li>Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.</li> <li>Increased safeguarding risk (cadet lone travelling) / Multiple safeguarding incidents</li> </ul>
3	<b>Major</b>	<ul style="list-style-type: none"> <li>Injury requiring the emergency services.</li> <li>Moderate damage to an area, and that can be remedied internally.</li> <li>Actions which may create strain on the safeguarding supervision of cadets (low ratios or remote supervision etc)</li> </ul>
2	<b>Moderate</b>	<ul style="list-style-type: none"> <li>Injury requiring first aid</li> <li>Damage to an area that will be immediately repaired.</li> <li>Normal activity that has the potential to escalate (eg cadets in accommodation leading to horseplay)</li> </ul>
1	<b>Minor</b>	<ul style="list-style-type: none"> <li>Small amount of physical exertion</li> <li>Unnoticeable or self-repairing damage to non-protected environment/</li> </ul>

**Step 5** - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Management		
Risk Rating	Authorisation	How Risk should be managed
<b>1 – 4 (Very Low)</b>	<b>ACF: Detachment Commander CCF(A): Officer CTT: Sgt</b>	<b>Review periodically</b> to ensure conditions have not changed and working within ALARP and risk appetite.
<b>4 – 9 (Low)</b>	<b>ACF: Area Commander CCF(A): Section Commander CTT: Trg Capt</b>	
<b>10 – 12 (Medium)</b>	<b>ACF: Commandant CCF(A): Contingent Commander CTT: OC</b>	
<b>15 – 16 (Medium to High)</b>	<b>RPoC Commander</b>	<b>Good risk mitigations</b> to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
<b>20 (High)</b>	<b>Commander Cadets (GOC Regional Command)</b>	<b>Requires active management</b> – review of desired outcome with additional resources or change to output requirements.
<b>25 (Very High)</b>	<b>Commander Home Command</b>	<b>Exceptional Circumstances</b> must have demonstrable positive impact on cadets and or the Cadet Force which is unachievable with lower risk.