

# Sample risk assessment

**Event/Activity:** The Big Seaweed Search survey

This example of a risk assessment is for demonstration purposes only and **must not be used in its current form** for any surveying activities. Please use this as a starting point, but remember that you must **tailor it to the specific risks present during your session**. The Natural History Museum accepts no responsibility for any errors or omissions in this document, or any consequences of its use.

**Venue location:** Mothcombe Bay, near Plymouth

**Venue controlled by:** The Flete Estate

**Description of location:** Located on beach and rocky shoreline, but encompassing nearby cliffs and terrestrial and freshwater aquatic habitats as well

**Event Organiser:** Lucy Robinson, Dept. of Botany, The Natural History Museum, London

Hazard	WHO may be harmed and HOW	Identify existing precautions	Evaluate the risks	Action required
Slips, trips and falls	Volunteers, staff, participants.  Physical damage (cuts, bruises etc)	All events and activities are planned to incorporate health and safety practices and the use of suitable equipment and material.	Medium	Participants will be warned of uneven ground, slippery rocks etc. at the briefing at the start of the survey.  First aid kit(s) will be available and at least one person location will be a trained first-aider.
Injuries as a direct result of Big Seaweed Search activities	Volunteers, staff, participants  Physical damage (cuts, bruises etc).	All events and activities are planned to incorporate health and safety practices and the use of suitable equipment and materials in consideration of the risks of working at the coast.  Group leader(s) will make a preliminary visit to the survey location to identify potential hazards in advance.  All activities will be supervised by staff and volunteers, who will be alert to potential dangers.	Medium	Group leader to brief participants on the likely risks and safe behaviour required during the activity.  Group leader to ensure participants take care on rocks and close to water and wash hands after handling any seaweeds.  Position of tide and water level in gullies or rockpools to be monitored at all times.  Safe survey route to be planned prior to visit.  Designated first-aider will be present.

Natural hazards	<p>Volunteers, staff, participants</p> <p>Fall from cliffs, fall into sea, slipping on wet rocks (scrapes, bruises, broken bones, death)</p>	<p>This is a coastal event, so extreme care must be taken on and around the shore and any cliffs.</p>	Medium to High	<p>Ensure that group leader briefs all participants on potential hazards prior to start of any surveys</p> <p>All participants will be briefed on who the designated first-aider is, and what to do in an emergency.</p>
Adverse weather	<p>Volunteers, staff, participants</p> <p>Physical injury through trips, slips and falling objects. Chills.</p>	<p>Tide tables will be checked ahead of planning the survey date - using <a href="http://tidetimes.co.uk">tidetimes.co.uk</a></p> <p>Survey to be cancelled if weather conditions are unsuitable (high tides, heavy rain and/or strong winds, too cold)</p>	Medium	<p>Monitor weather on day and weather warnings in run-up to the event.</p> <p>Participants will be reminded to bring appropriate clothing in case of warm/cold weather and to carry water and sunscreen.</p>
Safeguarding and Child Protection	<p>Participants under the age of 18 (and also vulnerable adults).</p> <p>Physical and mental harm (Abduction, abuse etc)</p>	<p>Group leaders to remain vigilant for children wandering off and suspicious behaviour</p> <p>Parents and Guardians to be made aware that under 18's will be accompanied by group leaders at all times.</p> <p>Child Protection and Safeguarding Plan and Incident Reporting procedures in place.</p>	Medium	<p>Adult group leaders or volunteers to be briefed on the need for vigilance and the Child Protection and Safeguarding procedures.</p> <p>Ensure that anyone under 18 years of age is accompanied at all times, especially when near a road or water.</p> <p>Ensure group leaders, volunteers and participants know what to do in event of an incident/suspicious behaviour.</p>
Other - general safety and well-being	<p>Volunteers, staff, participants.</p> <p>Becoming lost or isolated and placed at risk of physical or mental harm.</p>		Low	<p>Group leaders will instruct participants to stay together, where they can be easily seen and receive assistance.</p> <p>Group leader will carry a mobile phone to make emergency calls if needed.</p> <p>A map and GPS will also be carried due to the remote survey location.</p>