



## **MOVEMENT EVOLUTION SCOTLAND CIC RISK ASSESSMENTS**

Date: 01/05/23

Approved By: Louise Hastie, Director and Katy Holt, Director

*Movement Evolution Scotland CIC is committed to conducting our business activities in a manner where safety is our top priority. Our actions should never harm staff; contractors; customers including members of The Movement Bothy or members of the public.*

**ACTIVITY: Travel – On Foot, near roads**

<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
All eventualities	Coaches/ Leaders and Participants	M	<ul style="list-style-type: none"> <li>Where possible, prior inspection of the intended journey will be undertaken by at least one visit leader/coach to identify potential hazards and choose safe walking route</li> <li>The route will be planned to avoid fast or dangerous junctions or sections of road</li> <li>Staff will be fully briefed with respect to supervisory responsibilities</li> </ul>		L
Collision with vehicular traffic (roads with pavements)	Coaches/ Leaders and Participants	M	<ul style="list-style-type: none"> <li>Young people given appropriate briefing regarding hazards and required behaviour e.g. remain on pavements unless instructed otherwise, courtesy to public, etc</li> <li>The planned route utilizes wide pavements where possible</li> <li>The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk</li> <li>All journeys, especially road crossings, will be closely supervised by staff</li> <li>Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff</li> <li>One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the</li> </ul>		L

			others positioning themselves alongside the group between the young people and the road itself		
Collision with vehicular traffic (roads with no pavements)	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative (consideration will be given to factors such as speed and business of traffic, and widths of road and verge)</li> <li>• Young people given appropriate briefing regarding required behaviour i.e. – <ul style="list-style-type: none"> <li>o to stay together as one group, on one side of the road only</li> <li>o to walk in a single file close to roadside</li> <li>o to walk off the road and on the verge, if at all possible</li> </ul> </li> <li>• The group will normally walk on the side of the road facing oncoming traffic, but the group leader/coach will choose the safest side according to road conditions, width of verge, and visibility of traffic) Particular care will be taken around corners, when oncoming traffic may not be visible</li> <li>• Leaders/Coaches will be positioned at the front and back of the group. N.B. It will not normally be safe for staff members to walk alongside the group</li> <li>• If visibility is poor, leaders at the front and rear of the group will be positioned at an appropriate distance ahead and behind the group to give prior warning to oncoming vehicles (wear bright clothing, if possible; flags or signs might be used if appropriate to signal to drivers to slow down)</li> <li>• Leaders/Coaches will warn group members of oncoming traffic and give instructions to the group to move onto the verge if appropriate</li> <li>• Roads will be crossed only at safe locations where visibility is clear and sufficient time is available to cross</li> </ul>		L

Collision with vehicular traffic when crossing roads	Coaches/ Leaders and Participants	M	<ul style="list-style-type: none"><li>• Young people given appropriate briefing regarding required behaviour when crossing roads e.g. walk, utilize pedestrian islands, cross in waves/small groups, leave clear exit at far side</li><li>• Young people only to cross roads when specifically directed to do so by staff/coaches</li><li>• Staff/coaches will be appropriately positioned and clearly visible to signal traffic to stop and guide group safely across</li></ul>		L
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<b>ACTIVITY: Transport</b>					
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Injury as a result of road traffic accident	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• Ensure drivers do not exceed specified driving rest periods.</li> <li>• The Driver must have a valid Driving Licence.</li> <li>• All group members to sit forward facing and wearing seatbelts at all times except to go to the toilet – one at a time or to supervise the pupils.</li> <li>• Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate).</li> <li>• Driver not to use mobile phone whilst vehicle in motion.</li> <li>• Exits must not be blocked by luggage or equipment.</li> </ul>		L

Falls from moving vehicles	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• Strict supervision at all times</li> <li>• Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> <li>• Members of staff to be positioned adjacent to emergency exit minibuses (where appropriate).</li> <li>• Pupils should be broken down into smaller groups for embarkation / disembarkation.</li> <li>• If disembarking on the road, pupils should lead off minibuses in single file with adults at the front and rear of group.</li> <li>• Staff to be seated at varied locations throughout minibuses to ensure effective supervision. This will be dependent on size of the minibus.</li> </ul>		L
Falls in moving vehicle		L	<ul style="list-style-type: none"> <li>• Group members to stay seated with seatbelts fastened whilst vehicle is moving. Walk down the vehicle holding seat tops at a slow pace</li> </ul>		L
Struck by moving vehicles	Coaches/Leaders and Participants	L	<ul style="list-style-type: none"> <li>• Strict supervision at all times.</li> <li>• Participants to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads.</li> <li>• Pupils to be made aware of safe collection points.</li> <li>• Pupils to disembark in small groups rather than one long stream</li> </ul>		L

Vehicle Breakdown	Coaches/Leaders and Participants	L	<ul style="list-style-type: none"> <li>• Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of participants</li> <li>• If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard light on and call 999 if on roadside and cannot disembark.</li> <li>• Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained.</li> <li>• Before setting off, ensure there is enough fuel in the bus for the whole journey.</li> <li>• Ensure group has means of summoning assistance in case of breakdown.</li> <li>• If vehicle to be exited follow controls as per being stuck by moving vehicles.</li> </ul>		L
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<b>ACTIVITY: Multi-Sports &amp; Multi-Skills Activities</b>					
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Activity: Injuries through activities: <ul style="list-style-type: none"> <li>• grazes</li> <li>• pulled muscles</li> <li>• Struck by equipment e.g. a hockey stick, puck, balls</li> <li>• Asthma</li> <li>• Dehydration</li> <li>• Damaged equipment</li> <li>• Multi Sports</li> <li>• Hall/Pitch surface</li> <li>Weather conditions</li> </ul>	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• Participants briefed about expectations.</li> <li>• Participants explained rules.</li> <li>• All Participants have experience of activity.</li> <li>• Participants to wear correct footwear.</li> <li>• Participants shown how to use and move equipment safely.</li> <li>• Participants with asthma to bring necessary medication to activities.</li> <li>• Participants Warmed up and cooled down adequately.</li> <li>• Participants may go to the toilet informing the leader/coach prior to going.</li> <li>• First aider on duty for all activities. Adequate adult to child ratio.</li> <li>• Children advised to wear sun screen / hats in the summer term.</li> <li>• Children advised to bring water bottles to activities.</li> <li>• Sports activities to be suitably spaced to prevent them causing problems to participants.</li> <li>• Assess play area in relation to weather conditions. Where there is a real risk of injury, games should not be played.</li> </ul>		L



			<ul style="list-style-type: none"> <li>• Mark out pitches safely so the surface remains level.</li> <li>• Floor inspection is part of daily checks/monitoring.</li> </ul>		
Security:	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• A register is kept daily of participants attending activities.</li> <li>• Arrangements are in place for the safety of participants between activities finishing and parental collection - unless permission has been given by parents/guardians for participants to leave by themselves</li> <li>• All participants are collected from the official start/end locations.</li> </ul>		L
Information relating to participants	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• Suitable arrangements are in place for the staff to receive adequate information from parents/guardians relating to the participants attending the activities i.e. medical, dietary, behaviour or other special needs.</li> <li>• Medical Information is clear on Class4Kids registers.</li> <li>• Parents/guardians provide formal consent for their child to attend activities.</li> <li>• Participants have clear consent from parents to walk home.</li> </ul>		L
Fire/Lock down & First Aid	Coaches/Leaders and Participants	M	<ul style="list-style-type: none"> <li>• The existing facilities fire risk assessment is taken into account for activities.</li> <li>• All leader/coaches.staff are familiar with the fire/lock down procedures.</li> <li>• Fire drills/Lock down are conducted with the staff and participants who attend when required by the relevant facility.</li> </ul>		L

			<ul style="list-style-type: none"><li>• Registers are updated at the start of each session. There are adequate numbers of staff during activities who are First aid trained.</li><li>• There are sufficient numbers of First Aid kits available.</li><li>• There is a policy for administering medicines. This includes parent consent, and a robust recording system.</li><li>• Staff update training every 3 years as a minimum.</li></ul>		
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<b>ACTIVITY: Parkour</b>					
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Physical harm from slips, trips and falls	Coaches, leaders and non-participants	L	<ul style="list-style-type: none"> <li>Ensure non-participants are aware of all objects and obstacles in the area being used.</li> </ul>		L
Physical harm from slips, trips and falls	Participants	M	<ul style="list-style-type: none"> <li>Always ensure there is sufficient matting underneath obstacles.</li> <li>Always ensure there is sufficient matting in landing areas – especially behind landing areas.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a verbal PARQ and safety briefing prior to participation.</li> <li>Ensure participants are warmed up and ready for Parkour activity (both mentally and physically)</li> <li>Encourage concentration and visualisation</li> <li>Ensuring all participants are wearing appropriate footwear – which are tied up/done up</li> <li>Begin with small distances between objects to allow the precision jump to be executed with control.</li> <li>Ensure height of obstacle begins low and increases in height only when an individual is confident and competent.</li> </ul>	L

Physical harm from unstable equipment	Participants	M	<ul style="list-style-type: none"> <li>Ensure all equipment used is fit for purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Visually inspect and check stability of all equipment when it is set up and in place, prior to use by coaches, leaders or participants.</li> </ul>	L
Using equipment, objects and obstacles outside	Participants	M	<ul style="list-style-type: none"> <li>Weather/Rain/surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Visually inspect and check surfaces</li> </ul>	L
Back injuries from lifting and moving heavy equipment	Coaches and leaders	M	<ul style="list-style-type: none"> <li>Manual handling training</li> <li>Ensure sufficient coaches and leaders to move equipment</li> </ul>		L
First aid arrangements	Participants and non-participants	M	Ensure there is always a coach or leader who is first aid qualified present		L
Physical harm from learning Safety or Shoulder Rolls	Participants	M	Ensure all safety or shoulder rolls are practiced on suitable matting – thick to start, thinner with improvement.	<ul style="list-style-type: none"> <li>Ensure the following coaching queues are reinforced:</li> <li>Keep body low to the ground entering a safety or shoulder roll to minimise impact.</li> <li>Keep head tucked in throughout roll, the head should not touch the ground.</li> <li>Keep chin on chest looking at armpit.</li> </ul>	L
Issues relating to child protection: Abuse Alleged abuse	Coaches, leaders and participants	M	Ensure that participants are never left on their own with an adult and do not wander off on their own. Follow organisations policy and reporting procedures if the situation arises.		L

<b>ACTIVITY: Slackline</b>					
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
People falling off the slack line and injuring themselves or others	Coaches, leaders and participants	M	<ul style="list-style-type: none"> <li>Coaches/Leaders explain how to use the slack line correctly including how to get down.</li> <li>Coaches/Leaders offer physical support for anyone worried about falling, e.g. hand on coach/leaders shoulder as they walk alongside.</li> </ul>	<ul style="list-style-type: none"> <li>Slackline not to be set up more than 40cm off the ground.</li> <li>Participants to be briefed, long hair to be tied back and loose jewellery to be removed.</li> </ul>	L
Slackline coming loose and users falling off	Coaches, leaders and participants	L	<ul style="list-style-type: none"> <li>The slackline will only be set up by Movement Evolution Scotland Coaches deemed competent</li> </ul>		L
Tree roots and other floor level hazards	Coaches, leaders and participants	L	<ul style="list-style-type: none"> <li>Where possible matting will be used to cover tree roots or other floor level hazards to prevent injury</li> </ul>		L
Other people causing distractions could result in a fall	Coaches, leaders and participants	L	<ul style="list-style-type: none"> <li>Coach/Leaders will make sure group members waiting to use the slack line are sat quietly away from the line and ensure other participants are instructed to remain quiet</li> </ul>		L
People having a go when coaches/leaders aren't present	Coaches, leaders and participants	L	<ul style="list-style-type: none"> <li>Instructors will release the slack line so it is not usable and is on the ground if they are away from it for any reason, such as a break. Otherwise the slackline will generally be removed after use</li> </ul>		L

<b>ACTIVITY: Mobile Tough Monkees Obstacle Courses</b>					
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Current Risk Rating (H / M / L)</b>	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Moving vehicles, Collision with car or motorbike when crossing roads on route to the site	Coaches, leaders and participants	M	<ul style="list-style-type: none"> <li>Warn all participants of risks throughout activity. Correct staff to pupil supervision ratios. Have a front and rear adult supervisor.</li> </ul>		L
Physical harm from slips, trips and falls	Coaches, leaders and participants	M	<ul style="list-style-type: none"> <li>Ensure all participants are wearing suitable footwear. Warn participants of hazard at start and throughout activity.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure participants are warmed up and ready</li> </ul>	L
Brambles and nettles etc. Cuts, thorns, allergic reactions, and poisoning	Coaches, leaders and participants	M	<ul style="list-style-type: none"> <li>Wear long trousers and long sleeved tops to avoid risks.</li> <li>Identify hazardous plants to participants and warn of potential risks. Warn participants of brambles flicking behind them or catching clothes, look out for each other. Warn participants not to eat plants or fruits if they do not know what they are.</li> </ul>		L

Dogs: Scared and intimidated	Coaches, leaders and participants	M	Dogs may not be on leads so warn participants of possibility of encountering dogs; make a rule at the beginning to ignore all dogs so they are less likely to approach us.		L
Litter and rubbish, Trips, cuts	Coaches, leaders and participants	M	Warn participants of risks, ask them to not touch or move any litter.		L
Tetanus, Leptospirosis (Weils Disease), Toxacara Canis and Lymes Disease	Coaches, leaders and participants	M	Warn participants of risk of contamination from animal faeces and soils before and during activity. Advise on not touching the soles of shoes during activity and taking care when removing footwear at the end. Wear long trousers and long sleeved tops and brush clothes off on leaving the site. Wash hands immediately on return to school.		L
Issues relating to child protection: Abuse Alleged abuse	Coaches, leaders and participants	M	Ensure that participants are never left on their own with an adult and do not wander off on their own. Follow organisations policy and reporting procedures if the situation arises.		L
Unacceptable behaviour from participants	Coaches, leaders and participants	M	Ensure pupil to adult ratios are adequate and any children with special behavioural needs have additional supervision. Involve participants in the risk assessment before and during the visit.		L
Weather - rain, wind, sun	Coaches, leaders and participants	M	All children will have received information asking them to be dressed appropriately for the weather conditions. A decision will be made on the day to cancel if the weather conditions are too severe e.g. high winds or torrential rain.		L

Ponds and streams	Coaches, leaders and participants	M	Participants will be warned of risk and children will be more strictly supervised in vicinity of ponds and streams.		L
Steep sided areas	Coaches, leaders and participants	M	Participants will be warned of risk and children will be more strictly supervised in vicinity of such areas and other steep drops and banks.		L