

Hazard identified	Potential consequences	Likelihood (1-5)	Impact (1-5)	Risk Factor (Likelihood x Impact)	Steps to be taken to reduce risk
Child leaving the activity and getting lost	Distress or harm to child	2	5	10	Ensure sufficient ratios of adults to students. Work within the Workshop area (upstairs at the Kathleen Syme Centre) Set clear boundaries so students know how far they can go while undertaking the activity, and adults are vigilant to check that children stay within this distance. Students dropped off and picked up upstairs at Room: workshop 2.
Dogs	Distress or bite to child/ adult.	2	5	10	Make students aware of how to behave to minimize risk of animals harming them. Adults to be vigilant of dogs. All dogs are certified 'Lead the Way' Therapy dogs and have experience working with children and in distracting circumstances.
Medical emergencies	Injury/ illness	2	5	10	All adults have mobile phones, phone emergency services when necessary. All Tutors have first aid training. Record incidents on google doc form. First Aid kit available and a named first aider is responsible for using it.
Inclement weather	Disruption to activity. Children/adults cold and wet.	1	3	3	Activities held inside. May be an outside component of taking the dogs for a walk, however if weather is unsuitable it will be cancelled.
Danger from allergies, biting and stinging insects to students with allergic reactions	Allergic reactions	1	5	5	If such insects are present, check whether children/adults suffer from allergies and ensure that proper precautions are taken to deal with them before they occur.
Staff away	Lack of adequate supervision of activity.	2	3	6	Policies provided to make up missed classes. A teacher from the school must also be present, so there are always at least two adults in the room at all times.

**Key**

Likelihood	1 Very unlikely, 2 Unlikely, 3 Possible, 4 Likely, 5 Very likely
Impact	1 Little or no impact, 2 Some impact, 3 Significant impact, 4 Serious impact, 5 Very serious impact
Risk Factor	1-5 Little or no risk, 6-10 Low risk, 11-15 Some risk, 16-20 Significant Risk, 21-25 Serious Risk