# Outdoor Teaching Model Risk Assessment

(Refer to [Notes for Guidance](http://www.docs.csg.ed.ac.uk/Safety/covid/Guidance_for_Outdoor_teaching.pdf) before completing this form)

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| **School Assessment No:** | (Add number/information as appropriate to your own local filing system) |
| **Title of Activity:** | Outdoor teaching activities (e.g. Architecture of Royal Mile) |
| **Location(s) of Work:** | As applicable, and include details of start and finish points, meeting points, and route if applicable |
| **Brief Description of Work:** Short duration classes to be delivered in open areas outside. Maximum of 30 in group but try and keep numbers off-campus as low as possible | |

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| **Hazard(s)** | **Present Risk**  **Evaluation**  L/M/H | **Control Measures** (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | **Risk**  **Evaluation after control** L/M/H |
| General hazards associated with activity  Transmission of Covid-19 virus via airborne particles  Transmission of Covid-19 virus via contact or surfaces  Inclement weather  Slip/trip  Traffic  Minor injury  Medical  conditions  Individuals unexpectedly going missing from group  Significant incidents  Lack of welfare facilities  Reputational impact of how activity may be perceived. | M  M  M  L/M  M  M  L  M  M    M       L  M | Can learning outcome be achieved by other means, for example on line teaching session? If no, then continue Maintain 2m physical distance between participants, and others. Avoid crowds/busy areas. Remind participants about guidance on use of public transport. Good hand and respiratory hygiene, wash/sanitise hands, cough/sneeze in to tissue. Do not share equipment, avoid touching surfaces and face. Check weather forecast for day of class, <24 hours before class. Suitable clothing, including footwear. Suitable footwear, dependent on area to be visited.  Plan route, with prior check if possible. Cross roads at recognised crossing points, avoid busy routes, plan quiet route if possible. Avoid use of narrow pavements and pedestrian routes, to maintain physical distance.  Consider if carrying a first aid kit is necessary. Ensure leaders are aware of procedure for calling an ambulance or University Security (650 2257), in case a serious situation develops. Encourage participants to declare any health conditions, for example epilepsy, or those which may be affected by outdoor activities, for example allergies   Appropriate number of staff managing group, one leading, one at the back (for example. Those individuals should be easily identifiable, for example by wearing of tabards.), regular headcount.  Consider reasonably foreseeable situations in which the group may need to summon help quickly. (e.g. mobile ‘phones, contact with base School, University Security, Emergency Services, etc.)  Consider what may be required, for example access to toilets. If these are not available ensure the outings are of short duration to minimise the need for such facilities.  Encourage participants to behave in an acceptable manner, including noise, politeness, and general behaviour. | L  L  L  L  L  L  L  L        L  L  L |

# Persons at Risk: Identify all those who may be at risk.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic staff | **✓** | Technical staff | **✓** | P’Grad students | **✓** | U’Grad students | **✓** |
| Maintenance staff |  | Office staff |  | Cleaning staff |  | Emergency personnel |  |
| Contractors |  | Visitors |  | Others |  |  |  |

At the end of the risk assessment process you should be able to produce a specific protocol for arranging the activity, taking in to account the information above, and any other information which you have deemed appropriate, so that the activity can be carried out safely, with an acceptable level of residual risk. This may take the form of a check list or bullet point sheet (which is sometimes known as a safe scheme of work).

It is also useful to provide an Instruction sheet for both the Leader and participants.

## Additional Information:

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| After each session a review should take place, identifying what went well, and any problems, and this risk assessment should be updated accordingly to prevent repetition of problems. Any accidents or incidents should be reported using the on line form available at: <https://www.accidents.is.ed.ac.uk/> |

### Assessment carried out by:

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| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | Review Date: |  |