

---

---

## APPENDIX 1: RISK ASSESSMENT PROCEDURE

---

---

Tackle the steps in order - record your findings in the spaces provided.

1. Are you, and anyone with you, in a location free from immediate danger?

Y proceed to Q2

N move to somewhere free from immediate danger, then proceed to Q2

2. How many personnel are missing?  Students  Staff

How many are still with you?  Students  Staff

3. If more than one person is missing are they thought to be in one group?

Y proceed to Q4

N this is a potentially very complex situation. If mobile phone coverage is available contact the centre quickly to inform them and gain assistance. If contacting the Centre is not possible then a decision will have to be made whether to treat this as a single incident or a series of separate incidents. Proceed to Q4

4. When and Where were they last seen & who is missing?

Time last seen:	Last known location:
Missing:	

5. What time constraints do you have before the incident becomes more severe, eg. high tides, darkness, bad weather, rendezvous with transport, etc?

--

6. What time is it now?

How long is it safe to wait before taking further action?

7. How well are the missing personnel equipped for the conditions?

Known Medical Condition	Attitude/Experience	Skills	PPE	Mobile Phone
				Number? Coverage?

8. Are you and the group well enough equipped for the conditions?

Y proceed to Q9       N consider evacuating the group (and possibly yourself).  
contact the Centre if possible to get support and advice.

9. Can the missing personnel be contacted, eg. by mobile?

Y talk to the missing personnel & manage the situation accordingly. Proceed to Q12       N proceed to Q10

10. If it is time to begin actively searching for the missing personnel (see Q6), is it practicable and safe to retrace the route back to the point where contact was lost? (Do not split the group unless contact can be maintained between the parts of the group, eg. mobile phone, calling, line of sight)

Y proceed to Q11       N contact the Centre, if possible, to get support to evacuate the remainder of the group and to get professional assistance for the search, eg. Police, Coastguard, Mountain Rescue.

11. In retracing the route have you found the missing personnel? (Do not split the group unless contact can be maintained between the parts of the group, eg. mobile phone, calling, line of sight)

Y proceed to Q12       N contact the Centre and arrange to evacuate the group and get outside assistance for the search

12. Can the planned activities continue?

Y continue with activity, taking care to look out for any delayed reactions to the incident in the group or yourself

N amend the plans if safe (remembering to risk assess any amended activities/sites) or evacuate the group.