

Risk Assessment

CARMEL 702- EASTER PILGRIMAGE

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Carmel 702
Group Specific Risk Assessment

Activity being assessed	Coach transport in the UK and France
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Moving traffic, lifting and carrying people and baggage, poor operating practice by the coach company, wheelchairs not being clamped properly, baggage falling from upper storage areas, travel sickness, vehicle exhaust fumes (respiratory problems), tripping over luggage left lying around
Severity (ring)	Extremely Harmful Harmful Slightly Harmful
Probability (ring)	Likely Possible Unlikely
Risk (from Table)	Unacceptable Substantial Moderate Acceptable Trivial
Who is at risk	All Group Members
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Check Bona fide coach operator – seat belts, First Aid, fire extinguisher and emergency back up available 2. Ensure people are located in a safe place when the coach arrives for pick up and moves off after dropping off 3. Coaches not to reverse in pick up and drop off areas without external guidance 4. Follow GRA 2.1 and 2.2 in relation to lifting and handling people and baggage 5. Trained persons only to clamp wheelchairs 6. Ensure any baggage stored overhead is stored safely 7. Sit sick person by an open window/ventilation, medication if necessary, following medical advice. Have buckets / sick bags available 8. Group to maintain a safe distance from fumes/vehicles 9. Ensure walkways are clear at all times.
Who implements control measures and when	<ol style="list-style-type: none"> 1. Group Leader in UK, HQ in France (Prior to pilgrimage) 2. Group Leader during coach journeys 3. Group Leader during coach journeys 4. See GRA 2.1 and 2.2 5. Trained persons only 6. Baggage people / helpers 7. One to one Helper or Group Leader 8. Group Leader / helpers 9. Group Leader / helpers
Review required	Ongoing during coach journeys and after the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Travelling by plane
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Airport hazards including lost people. Escalators and lifts and other internal transportation methods. Poor operating practice by airport and/or airline. Lifting and carrying of both people and baggage. Luggage left in case of terrorist threat/attack. Shops – hazardous items. Tripping over luggage left lying around.
Severity (ring)	Extremely Harmful Harmful Slightly Harmful
Probability (ring)	Likely Possible Unlikely
Risk (from Table)	Unacceptable Substantial Moderate Acceptable Trivial
Who is at risk	All Group members
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Everybody in Group to wear badge and be easily identified as HCPT 2. Airport and airline to be checked out prior to departure. If possible organise level route through airport and loading arms to plane. 3. Follow GRA 2.1 and 2.2 in relation to lifting and handling people and baggage. 4. All bags to be clearly marked and only Group Leaders to have hand luggage. 5. Adequate supervision at all times 6. Ensure pathways etc. are as clear as possible at all times.
Who implements control measures and when	<ol style="list-style-type: none"> 1. Group Leaders and Helpers (During outward and return journey) 2. HQ – airline, Group Leader or a Flight Leader - airport 3. See GRA 2.1 and 2.2 4. Baggage handlers and helpers 5. Group Leader and helpers 6. Group Leader and helpers
Review required	After the pilgrimage

Signed.....

Date.....



Carmel 702 Group Specific Risk Assessment

Activity being assessed	Lifting and moving people
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Injury to person being moved, weight, difficulty of grasping person, unpredictable movements of person being lifted, repetitive handling with insufficient rest or recovery time, long distance lifting, constraints on posture because of location, variation in levels during the movement, not having enough accurate information (from parents/carer/school) about a child's mobility before the trip.
Severity (ring)	Extremely Harmful <u>Harmful</u> Slightly Harmful
Probability (ring)	Likely <u>Possible</u> Unlikely
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	People being lifted and people doing the lifting
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Establish who needs to be lifted, their weight, and how to grasp them 2. Where possible use mechanical aids 3. If there are no mechanical aids, use manual aids where possible 4. Ensure at least 2 people are involved in a lift 5. Basic manual handling instruction received by lifters 6. Ensure there are enough physically strong helpers capable of coping with lifting and moving 7. When carrying out a lift ensure an on the spot assessment of the task and the surrounding environment is carried out and the method of carrying out the proposed lift is agreed by all parties concerned 8. Carry out exhaustive enquiries prior to the trip & visits to both parents and children. If they have travelled previously with another group, contact the Group Leader / nurse for further information.
Who implements control measures and when	<ol style="list-style-type: none"> 1 and 6. Group Leader and Nurse (prior to pilgrimage) 2, 3, 4 and 7. Group Leader and lifters (prior to lifting) 5. Group Leader (Prior to pilgrimage) 8. Group Leader/nurse
Review required	After the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Lifting and Handling Baggage
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Weight, centre of gravity, shape, difficulty of grasping, repetitive handling with insufficient rest or recovery time, long distance lifting, constraints on posture because of location, variation in levels during the movement
Severity (ring)	Extremely Harmful <u>Harmful</u> Slightly Harmful
Probability (ring)	Likely <u>Possible</u> Unlikely
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	Baggage Handlers
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Heavy baggage to be marked or labelled 2. Where possible use mechanical or manual aids 3. Ensure at least 2 people are involved in handling heavy baggage 4. Basic manual handling instruction received by baggage handlers 5. Ensure there are enough physically strong helpers capable of moving baggage 6. When moving baggage, ensure an on the spot assessment of the task and the surrounding environment is carried out and determine the best method of proceeding
Who implements control measures and when	<ol style="list-style-type: none"> 1. Baggage Handlers (at beginning of pilgrimage) 2, 3 and 6. Group Leader and Baggage Handlers (prior to handling) 4, 5. Group Leader (prior to pilgrimage and in information booklet)
Review required	After the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Traffic – in Lourdes town and other town locations (eg Gavarnie)
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Moving vehicles, narrow roads, narrow or blocked pavements, parked vehicles, many pedestrians, change in direction of traffic flow, traffic on right in two way systems
Severity (ring)	<u>Extremely Harmful</u> Harmful Slightly Harmful
Probability (ring)	Likely <u>Possible</u> Unlikely
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	The whole Group but particularly sight and hearing impaired
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Group to be alerted to traffic hazards and to change of direction of traffic (where relevant) 2. Children and vulnerable adults to be supervised at all times and accompanied by helpers when moving through built up, busy areas. Helpers should always walk between the child and the traffic where possible. Particular attention to sight and hearing impaired persons. 3. Do not presume right of way on pedestrian crossings 4. Listen to one another. 5. All chair seat belts to be worn at all times. 6. Reporting system- compulsory attendance at meals and evening prayer
Who implements control measures and when	<ol style="list-style-type: none"> 1. Group Leader (in information booklet and at suitable briefings at the beginning and throughout the week) 2. Group Leader and Helpers (during pilgrimage) 3. Group Leader and Helpers (during pilgrimage) 4. Whole group 5. Group Leader and Helpers (during pilgrimage)
Review required	After the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Traffic – around Hotels
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Road traffic accident caused by moving vehicles – particularly coaches. Coach breakdown.
Severity (ring)	<u>Extremely Harmful</u> Harmful Slightly Harmful
Probability (ring)	Likely Possible <u>Unlikely</u>
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	The whole Group but particularly sight and hearing impaired
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. At hotels, all group to remain seated on coach until it has come to a halt. When waiting for coach, do not wait in area where coach will park – particularly if the coach needs to reverse. 2. Children and vulnerable adults with sight or hearing impairment or learning difficulties to be closely supervised by helpers. Observe traffic direction and helpers to walk between child and traffic where possible. 3. Breakdown plan to cover both normal circumstances and emergency situations. 4. Reporting system – compulsory attendance at meals and evening prayer
Who implements control measures and when	<ol style="list-style-type: none"> 1. Group leader to include hotel procedures (in information booklet and on coach to the hotel on arrival in Lourdes) 2. Group leader and helpers (during pilgrimage) 3. Group leader and helpers 4. Group Leader and Associate Leaders
Review required	After the pilgrimage

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Building Emergencies - Hotels
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Smoke and fire, trapping in lifts
Severity (ring)	<u>Extremely Harmful</u> Harmful Slightly Harmful
Probability (ring)	Likely Possible <u>Unlikely</u>
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	The whole Group
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Prepare an emergency plan for escape in the case of fire and ensure all know of it and understand it. Specify means of escape routes, fire extinguisher locations and fire alarm call point locations. Specify minimum number of helpers required to safely get out of the building and put in place a system to control this. 2. Have nominated fire marshal in the group 3. If you visit groups in other hotels, familiarise yourself with safety exits.
Who implements control measures and when	<ol style="list-style-type: none"> 1. Group Leader (in information booklet), Group Leader and Associate Leaders (during pilgrimage) 2. Associate Leader nominated prior to Pilgrimage 3. Group Leader and Associate Leaders
Review required	After the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Medical Emergencies
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazards	Members of the group falling ill or getting injured, forgetting medication
Severity (ring)	Extremely Harmful <u>Harmful</u> Slightly Harmful
Probability (ring)	Likely <u>Possible</u> Unlikely
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	The whole Group
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Access to nurse in other groups of the region 2. Medical information of helpers to be known to group leaders 3. Everyone to have a current E111 4. Helpers to be briefed on any foreseeable medical emergency that might arise in the Group whilst in Lourdes. 5. Group members to be aware of medical back up at Hotel Solitude and how to obtain a doctor in emergency. 6. All helpers to get adequate rest 7. Compulsory attendance at evening prayer
Who implements control measures and when	<ol style="list-style-type: none"> 1, 2 Group Leader / Nurses in Groups 41, 46, 53, 112, 213 3. Associate Leader to check before travel 4. Group Leader prior to travel (also in information booklet) 5. Group Leader to inform on first day of Pilgrimage 6, 7. Group Leader and Associate Leader
Review required	After the pilgrimage

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Out of town excursions - Gavarnie
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Water, steep walks, weather, children getting lost, animals, moving traffic
Severity (ring)	Extremely Harmful <u>Harmful</u> Slightly Harmful
Probability (ring)	Likely <u>Possible</u> Unlikely
Risk (from Table)	Unacceptable Substantial <u>Moderate</u> Acceptable Trivial
Who is at risk	All those travelling on excursion
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Only travel to HQ advised locations 2. Draw the attention of the group to the dangers of the water 3. Be prepared for climatic changes (eg wet weather clothing, sun block, warm clothing and blankets for snow) 4. Refer to RA 3.1 to assess moving traffic hazards 5. Agree rendez-vous point. 6. Make the group aware of open air boundaries
Who implements control measures and when	<ol style="list-style-type: none"> 1. HQ prior to pilgrimage 2, 3, 4, 6. Group Leader prior to visit (also in information booklet) 5. Group Leader and Associate Leaders
Review required	After the visit

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Taking part in Torchlight procession
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Helpers getting lost, setting fire to themselves or someone else accidentally, pickpockets, blue carts, carrying injuries, traffic
Severity (ring)	Slightly Harmful Harmful <u>Extremely Harmful</u>
Probability (ring)	Unlikely <u>Possible</u> Likely
Risk (from Table)	Trivial Acceptable Moderate <u>Substantial</u> Unacceptable
Who is at risk	The whole Group
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Wherever practicable, try and stay together as a Group 2. Arrange a meeting place for after the procession 3. People pushing wheelchairs or carrying banners / icons should not carry lit candles 4. Helpers to ensure candles are held away from face and hair and away from the clothes and hair of others in the procession and keep some water handy in case a flame gets out of control. 5. No valuables to be taken out. 6. Warn all group prior to leaving hotel of dangers of blue carts, and that they should try to stick together as a group. 7. Follow GRA 2.1 and 2.2 in relation to lifting and carrying – especially heavy items such as the large Marian icon / statue, banners and large candles 8. Follow GRA 3.1 in relation to heavy traffic hazards-especially after procession
Who implements control measures and when	<ul style="list-style-type: none"> - Group Leader and Associate Leaders (in information booklet and at appropriate time during the week – especially immediately before activity) - Helpers to ensure their own safety during procession
Review required	After torchlight procession

Signed.....

Date.....



**Carmel 702
Group Specific Risk Assessment**

Activity being assessed	Activities in Underground Basilica (Trust Mass & Blessed Sacrament Procession)
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Getting lost, exiting in case of emergency, child protection, injuries resulting from carrying, dehydration
Severity (ring)	Slightly Harmful Harmful Extremely Harmful
Probability (ring)	Unlikely Possible Likely
Risk (from Table)	Trivial Acceptable Moderate Substantial Unacceptable
Who is at risk	The whole Group
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Premises emergency procedures to be determined and all helpers to be issued with this procedure 2. Group to stay together in the Underground Basilica as far as this is practicable 3. Helpers must not be allowed to take children and vulnerable adults to the toilet on their own 4. Inform group of meeting place in the event of an emergency prior to leaving hotel. 5. Helpers to ensure anyone carrying anything large – banners etc – have at least one assistant to check for obstacles 6. Encourage helpers to carry water bottles in case of their own, or others' dehydration
Who implements control measures and when	<ol style="list-style-type: none"> 1. HQ determines procedure prior to pilgrimage and issues procedure prior to first activity in the Underground Basilica 2. Group Leader and helpers whilst in the Basilica (also in information booklet) 3. Group Leader to advise before leaving hotel 4, 5, 6. Group Leader, Associate Leaders and helpers
Review required	After the pilgrimage

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Visit to Baths
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Water temperature, wet floors, slips and trips
Severity (ring)	Slightly Harmful <u>Harmful</u> Extremely Harmful
Probability (ring)	Unlikely <u>Possible</u> Likely
Risk (from Table)	Trivial Acceptable <u>Moderate</u> Substantial Unacceptable
Who is at risk	Anyone taking part
Control Measures to reduce the above risk	1. Explanation of what happens in the Baths prior to anyone entering 2. Extreme caution and care to be observed on wet floors 3. Ensure helpers bring relevant medication in case of asthmatic reaction to water
Who implements control measures and when	1-3 Group Leader and Associate Leaders to advise before Pilgrimage (information booklet) and prior to activity
Review required	After the visit to the baths

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	High Stations of the Cross
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Steep slopes, uneven pathways, slippery when wet, dehydration
Severity (ring)	Slightly Harmful <u>Harmful</u> Extremely Harmful
Probability (ring)	Unlikely <u>Possible</u> Likely
Risk (from Table)	Trivial Acceptable <u>Moderate</u> Substantial Unacceptable
Who is at risk	Anyone undertaking the activity
Control Measures to reduce the above risk	1. Only able-bodied adults who can walk unaided to undertake the activity 2. Remind group of hazards 3. Ensure adequate water available
Who implements control measures and when	1. Group Leader / Associate Leader to assess suitability of pilgrims prior to activity 2. Group Leader (in information booklet and prior to leaving hotel) 3. Group Leader, Associate Leaders and helpers
Review required	After the pilgrimage

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Riverside Activities at Gavarnie and Lourdes
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Fast flowing, very cold water, slippery rocks (Gavarnie) Cold, deep, fast flowing river (Lourdes), ice/snow activities (Lourdes and Pyrenees), snowballs, ice over hidden waterflows.
Severity (ring)	Slightly Harmful Harmful <u>Extremely Harmful</u>
Probability (ring)	<u>Unlikely</u> Possible Likely
Risk (from Table)	Trivial Acceptable <u>Moderate</u> Substantial Unacceptable
Who is at risk	The whole group
Control Measures to reduce the above risk	<ol style="list-style-type: none"> 1. Draw the attention of the Group to hazards – especially water 2. No ball games in immediate vicinity of river/snow/ice – lost ball to only be recovered by reference to a helper 3. Wherever practicable always choose locations for activities where the river is protected by embankments or other barriers 4. Complete change of clothes in case of getting wet. 5. No walking away from known paths on ice 6. No throwing snow balls 7. Ensure helpers are not overloaded when carrying packed lunches or musical instruments near water or ice, especially in Gavarnie
Who implements control measures and when	<ul style="list-style-type: none"> - Group Leader and Associate Leaders to brief helpers prior to Pilgrimage (information booklet), at appropriate times during the week and immediately prior to activity. - Helpers to implement when during activity
Review required	After the Pilgrimage

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Activities undertaken as part of Central Services Group
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Members of the Group having accidents and/or getting injured, getting separated from the Group
Severity (ring)	Slightly Harmful <u>Harmful</u> Extremely Harmful
Probability (ring)	<u>Unlikely</u> Possible Likely
Risk (from Table)	Trivial Acceptable <u>Moderate</u> Substantial Unacceptable
Who is at risk	The whole group
Control Measures to reduce the above risk	1. Ensure that individuals are physically capable of carrying out any task they are asked to undertake 2. Banner carriers, whose vision is impeded, should be accompanied by at least one other person 3. If any individual is concerned for their safety (eg crowd control in processions), s/he should contact one of the Leaders immediately 4. Ensure that everyone knows the meeting place for after the events
Who implements control measures and when	1, 2, 4. Group Leaders and Associate Leaders when allocating tasks 3. Individual Group members
Review required	After the Pilgrimage

Signed.....

Date.....



Carmel 702
Group Specific Risk Assessment

Activity being assessed	Activities undertaken when assisting in Family Groups under the supervision of the Family Group Leader
Name of Assessor(s)	Tim Madeley
Date of Assessment	February 2005
Hazard	Accusation made against youth group member, accident involving child and/or youth group member
Severity (ring)	Slightly Harmful <u>Harmful</u> Extremely Harmful
Probability (ring)	<u>Unlikely</u> Possible Likely
Risk (from Table)	Trivial <u>Acceptable</u> Moderate Substantial Unacceptable
Who is at risk	Group members working in Family Groups
Control Measures to reduce the above risk	1. CRB checks carried out prior to Pilgrimage 2. Requirement that no youth group member be left alone with a child unless it is an emergency 3. Requirement that no youth group member be asked to carry out tasks that are beyond them 4. Requirement that no youth group member is placed in personal danger
Who implements control measures and when	1. Group Leader / Regional Chair 2, 3, 4. Group Leader in discussion with Family Group Leaders and Regional Chair
Review required	After the Pilgrimage

Signed.....

Date.....