***Arranging a corporate away day***

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| **Risk area** | **Risk description** | **Probability** | **Impact** | **Mitigating actions** | **Responsibility** |
| Health & Safety | Injuries to staff | Possible but unlikely | Dependent on the staff member(s) injured (Medium) | Taking First aid kit where you go | Health and safety officer + common sense |
| Representatives | Injuries or sickness | Pretty likely | Bad impression, (High) | Avoid low quality travel | Travel arrangement officer |
| Equipment | Theft or loss | Dependant on location and travel | Confusion & financial loss (Medium) | Secure baggage and equipment | Travel arrangement officer and attendees |