**Lightweight Camping Expedition Risk Assessment (incl. D of E expedition)**

|  |  |  |
| --- | --- | --- |
| **Title/Venue:** Enter details | **Departure date:** Select a date | **Visit wholly within school hours?:** Yes/No |
| **Visit Leader:** Enter name | **Number of adults (incl. leader):** Number | **Number of young people:** Number |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section of**  **Visit** | **Significant and Foreseeable Hazards** | **Initial**  **risk rating** | **Who is at risk?** | **Appropriate Control Measures** | **Result risk**  **rating** |
| **Transport** |  | Rating | Who? |  | Rating |
| **Safeguarding / Supervision** | Lost or separated participant  Volunteer helpers  General public  Insufficient supervision and training and inadequate staff competence | Medium | Young person | Appropriately qualified, experienced and competent staff to train and supervise the participants in-line with current best practice/standards.  Participants are appropriately trained and competent to undertake the planned expedition and appropriate and sufficient supervision measures are in place with respect to the environment and the nature and experience of the participants for the duration of the expedition – appropriate levels of communication and face to face contact with participants.  Safeguarding procedures followed at all times.  Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities and have the competence and experience to fulfil them.  Clear briefing of groups at start of expedition.  Awareness of the general public, dogs etc. and participants have knowledge of appropriate conduct/actions.  All staff have mobile contact numbers of all other staff on visit and participants are briefed on how to contact staff in an emergency, during the night or in any other necessary situation such as a safeguarding situation.  Appropriate campsites are used with an acceptable history of usage by school/youth groups.  Participants to sleep in tents with their peers, not alone.  Clear procedure in place with regards visiting toilets in middle of night.  Staff to ensure that all participants are secure and safe prior to nightfall.  Staff to sleep on same campsite unless clear assessment has been made that participants are competent in all respects to stay on campsite under indirect supervision and appropriate measures are in place such as…..  Participants not to leave site whilst camping and use of buddy groups.  Frequent head counts throughout all points of expedition and participants briefed on staying together, walking as a group at the pace of the slowest – teamwork emphasised.  Appropriate usage of electronic devices by participants. | Low |
| **Incident / Illness** | Emergency  Party member taken ill or injured | High | All | Suitable first aid kits carried by participants and by staff, first aid trained member of staff and participants have knowledge of basic first aid treatment and all party members are aware of what to do, who to contact, and how to contact emergency assistance even without the use of mobile phones in the event of an incident/emergency.  Follow protocols when dealing with first aid.  Fully operational mobile phone(s) with key numbers 'programmed'.  Up to date medical information.  Location of nearest A&E known for destination.  Sufficient participant:staff ratio to ensure sufficient safeguarding of party if staff member or participant taken ill.  Emergency procedures taken by Group Leader on visit and all party members are aware of appropriate emergency procedures.  School has emergency plan in place and access to contingency funds on visit.  Follow directions given by emergency services if in attendance. | Low |
| **Weather** | Extremes of weather  Weather related conditions – hypothermia / hyperthermia | High | All | Check of appropriate weather forecast and routes/plans adjusted accordingly including heavy rainfall and the subsequent effect on watercourses and the intended route.  Appropriate clothing/footwear for weather conditions and checked before departure.  Wet/cold - waterproof clothing – jacket and trousers, warm clothing hat and gloves and sufficient spare clothing.  Hot – sufficient liquids and sun protection – cap and cream.  Group to carry sufficient survival bags/group shelter.  Participants aware of how to recognise and deal with weather related issues such as hypothermia and hyperthermia along with vigilance by staff.  Appropriate tents and sleeping equipment (bags/mats) for anticipated conditions.  Sufficient food intake both before start of expedition (inform parent/carer) and during expedition.  Monitoring of health of participants in days prior to expedition in case of subsequent effects leading to susceptibility to weather related conditions during expedition. | Low |
| **Water** | Routes crossing/near to watercourses - drowning | High | All | Appropriate planning of route making use of local knowledge and monitoring and supervision by staff of any sections of route near to deep or fast moving water.  Bridges to be used for any river crossings and participants aware that swimming in rivers/lakes not allowed. | Low |
| **Environment** | Terrain being encountered – slips, injury, falls  Road crossing points - RTA | High | All | Appropriate route for ability and experience of participants that does not include obvious hazards and has been checked by staff.  Supervision by staff in potentially high hazard areas e.g. road crossings, visually reduced road bends, close to fast flowing, deep watercourses, steep slopes/terrain.  All party members have appropriate footwear for intended terrain.  Briefing of participants in movement skills over unfamiliar terrain carrying a rucsac.  Use of stiles/gates to cross boundaries.  High-vis sleeping mat covers used to aid visibility by road traffic and participants trained/briefed on movement along rural roads – single file, facing traffic or walking on safest side as per road conditions, appropriate crossing points. | Low |
| **Walking** | Navigation – getting lost  Rucsacs – lifting injuries from heavy loads | Medium | All | Participants have been appropriately trained in navigation skills for the terrain to be encountered and for poor visibility and are deemed to be competent to ‘operate’ in such terrain by an experienced and suitably qualified member of staff.  Potential areas where navigational errors may occur are appropriately supervised.  Fit for purpose rucsacs, appropriately packed and of an appropriate weight for the participant – weight checked by staff prior to departure.  Participants briefed/shown appropriate lifting/lowering techniques for loaded rucsacs | Low |
| **Camping** | Cooking on stoves – burns, fires, cuts from tin openers, illness from poor hygiene  Tents – tripping over guy lines, injuries from pegs | High | All | All camping equipment is fit for purpose, routinely checked and appropriate to the participants experience.  Sufficient spacing between all tents.  No smoking, matches, lighters or candles allowed in or close to tents.  Appropriate training has been undertaken by all participants in all aspects of using stoves, this training has been logged and has been delivered by experienced and suitably qualified staff. Stove usage is supervised by staff.  Stoves are to be used outside of tents, yet if shelter is taken by participants in the ‘porch’ area of a tent whilst using a stove, participants are to remain in the tent until the stove has been fully extinguished and cooled down.  All containers used for the re-filling and storage of meths will have a non-return safety valve.  A clear procedure is in place for the re-filling of meths fuelled stoves as per current best practice.  Only self-sealing valve gas canisters are to be used.  Stoves are to be fully extinguished and cooled prior to being moved or re-fuelled.  Stoves and fuel are stored in a secure manner outside of the tent sleeping area.  Attention is to be paid to the lighting of stoves and in particular the effects of cold conditions on fuel ignition.  Participants are trained in the pouring of hot liquids and all cooking and consumption of hot food/drinks is to be done whilst seated.  Means of extinguishing fires (water/sand buckets) are accessible if required.  Appropriate usage of tin openers/pen knifes.  Food is thoroughly cooked, stored appropriately and cooking utensils cleaned.  Hands washed before preparing food and after toilet.  Briefing regarding safe movement around tents, awareness of guy-lines, use of torches at night, access routes to tents clearly specified.  Pegs fully into ground, guy-lines kept short and away from ‘walkways’ | Medium |
| **Specific areas to consider** (e.g. road crossings, watercourses or other environmental hazards) | Enter details | Enter details | Who? | Enter details | Rating |
| **The Group**  (medical/anxieties/behaviour) | Enter details | Rating | Who? | Enter details | Rating |

|  |
| --- |
| **What is your plan ’B’ and any other relevant contingency information?**  Enter details |

|  |
| --- |
| **Additional information:**  Enter details |

|  |  |  |
| --- | --- | --- |
| **Ongoing risk assessment – the most essential element:** 1. **Apply** the control measures - 2. **Monitor** their effectiveness - 3. **Amend** & **adapt** as required | | |
| **Risk assessment completed by:** Enter name  **Date:** Select a date | **All staff will be appropriately experienced and qualified to competently fulfil their leadership roles and responsibilities.**  **This risk assessment will be shared with the relevant adults on the visit.** |  |