**Standing Camp Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **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 supervise the participants in-line with current best practice/standards.  Safeguarding procedures followed at all times.  Appropriate group size and ratios in line with guidance and all adults aware of their roles and responsibilities, that they are ‘on duty’ at all times and have the competence and experience to fulfil them.  Clear briefing of participants at start of camp and reminders during visit including appropriate behaviour, ground rules, boundaries, interaction with public etc.  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 – this is ……  Staff will ensure that all participants are secure and safe prior to nightfall.  Staff will sleep on same campsite in separate tents to participants but in close proximity.  Participants not to leave site whilst camping and use of buddy groups.  Frequent head counts by staff and vigilance at all times by staff towards public and staff have confidence to challenge any non-group members.  Staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.  Appropriate usage of electronic devices by participants. | Low |
| **Incident / Illness** | Emergency  Party member taken ill or injured | High | All | Suitable first aid kits taken on visit, first aid trained member of staff.  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 plans adjusted accordingly including heavy rainfall and the subsequent effect on campsite e.g. flooding..  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.  Appropriate tents and sleeping equipment (bags/mats) for anticipated conditions. | 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.  Food is thoroughly cooked, stored appropriately and cooking utensils cleaned. Cooking to be undertaken by…….?  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 |
| **Venue / Provider / Site** | Enter details | Rating | Who? | Does the provider hold a LOtC Quality Badge or has a PAF been completed?  Upon arrival group will be fully briefed with regards boundaries, potential hazards and ‘out of bounds areas’ with reference to roads, car parks, rivers, streams, lakes activity equipment and facilities  Pre-visit undertaken on? | Rating |
| **Activity Arrangements** | Enter details | Rating | 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.** |  |