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| **Name of activity, event, and location** | **1st Anytown Scouts – Lightweight expedition - example risk assessment**  (plus Covid considerations)  Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings. | **Date of risk assessment** | **15 October 2021** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **15 October 2022 (or each term or when a significant change occurs)** |

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| **What hazard have you identified? What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  leaders,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk from it.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review. |
| **Route**  Distance – too far overall, between stops, between campsites  Terrain – too challenging, uneven ground, branches, nettles etc., animals and livestock  Paths – narrow, lose terrain, people falling, path no longer there. | All present | * Routes to be checked by leaders ahead of the hike, for suitability and travel distances any challenging terrain to be checked physically in advance or an alternative planned in case too challenging for the group. * Routes to be checked for the best meeting points and any sections where navigation may be particularly difficult (e.g. areas of commercial forestry, unmapped or multiple paths, locations where precise compass work is needed) * Routes to be checked for any particular hazards like stream crossings, a line of cliffs, dangerous roads, railways to find safe crossings or alternative routes * Route agreed to be within navigational and physical capabilities of participants. * Routes to be checked for how they will be affected by adverse weather (high winds, heavy rain, poor visibility) and the ability of the group to complete the route. Ensure that alternatives / escape routes are incorporated in their plan. * Ensure that all team members are aware of dangers associated with hill walking and have completed practice hikes over similar terrain. * Participants advised on suitable footwear and checked at start. * Participants to be briefed on safe navigation on the terrain, including avoiding brambles, nettles etc. all to be encouraged to wear long trousers if concern over foliage or ticks. * Leaders to monitor livestock, find alternative routes to avoid crossing any fields with livestock present. Scouts made aware of how to monitor this. |  |
| **Monitoring**  Are the supervising staff qualified and / or competent to run the activity  appropriate and adequate supervision provided to participants  all reasonable steps been taken to ensure  the safety of the activity itself | All present | * Ensure that the monitoring team members are qualified to do so and that their qualifications current and up to date?   **Action: Check leaders’ qualifications on compass**   * Ensure that qualification evidence is provided and recorded   **Action: Record leaders’ qualifications from compass**   * Ensure that the nature and level of supervision been discussed and agreed with the group and staff i.e.  1. Check points 2. Random rendezvous 3. Shadowing   **Action: Speak to team & leaders about any concerns they may have, and agree on supervision plan**   * Ensure that Weather forecast, Plan B, Equipment checks etc. are carried out by monitoring team and scouts   **Action:**   1. **Arrange for suitable kit check** 2. **Check route and escape routes** 3. **Check weather forecast**  * Ensure that appropriate consent (in the case of under 18s) been obtained   **Action: Parent permission forms to be sent out prior**   * Ensure that the monitoring team are aware of any relevant special needs and have they taken steps to cater for these requirements   **Action:**   1. **Provide monitoring team with all relevant details in advance of the expedition** 2. **Plan of action to be provided in case of problems**  * Ensure that the monitoring team are aware of current organisational guidelines   **Action:**   1. **Email copies of all relevant guidance to monitoring team, (also available on scouts.org.uk.)** 2. **Check that leaders have understood the guidance**  * Ensure that the monitoring team are aware of and familiar with current emergency procedures   **Action:**   1. **Email copies of all relevant guidance to monitoring team, (also available on scouts.org.uk.)** 2. **Check that leaders have understood the guidance.** |  |
| **Site features –**  Risk of injuries from: | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes, etc.  Avoid natural dips or close proximity to rivers as a risk to tents flooding due to water build up or flash flooding.  Be clear on arrival if any areas are out of bounds to campers when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific. |  |
| **Water & Waste –**  Infection & vermin | All present | How are you managing an appropriate source of fresh, drinkable water?  2L of water carried by each person, adequate supply of fresh water provided for top up purposes at checkpoints and campsites by supervising team  Create and use a suitable grease trap for disposing of waste water, keeping away from natural water sources. |  |
| **Toilet facilities -**  Safeguarding issues,  Environmental impact | Young people and leaders | Ensure tioilet facilities provide appropriate privacy for all users.  Have an appropriate place for disposal of chemical toilet waste.  Ensure that ‘dug’ toilets are to an adequate depth and away from water sources.  Provide appropriate disposal for feminine hygiene products. |  |
| **Field used by grazing animals -**  [Risk of E-coli157](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/campsites-livestock-and-ecoli) | Young people and leaders  Visitors | Is an alternative site available?  Avoid camping with livestock – particularly cattle.  Manage the site in advance of camping – refer to factsheet on Ecoli - be clear of grazing animals at least 3 weeks before use.  Increase handwashing facilities, signage and manage awareness of users. |  |
| **Wild country camping –**  **Navigation**  Poor or wrong navigation leading to increased risk of all other hazards plus the consequences of being lost, exhausted and late (after dark?)  Losing, damaging, or forgetting maps and, or compasses.  **Weather**  Rain prior and during the expedition, hot weather causing heat exhaustion or sun stroke, cold weather causing hyperthermia, mist causing poor visibility | All present | * + - * Ensure that all team members to be proficient at map and compass work with at least one sufficiently competent navigator in each group.       * Ensure that navigation practice in varying weathers conditions, whiteouts etc. has been undertaken       * Ensure that adequate maps, compasses plus route instructions & spares are provided to each group       * Ensure that every group has adequate effective means of emergency communication with event organisers or to be adequately monitored       * Ensure that all team members know what to do if they get lost or have to change a route selected to satisfy the needs       * Ensure that all team members have had walking, practice in various weather conditions       * Leader to monitor weather forecast in advance, if heavy rain forecast then alternative route may be need.       * Weather check prior to the start.       * Participants advised on suitable clothing to wear and carry (including sun protection and waterproofs), leaders to check everyone suitably equipped at start and have a few spares available.       * Review route to suit the weather conditions, including during the hike if too hot or wet to continue.       * Routes to have escape routes / alternatives marked.       * Everyone to bring a filled water bottle, if very hot then plan water stops and refilling if needed. |  |
| **Heavy loads and items** - Back or other injuries to adults and YP | All present | Clear training and instruction on kit required and how to pack it safely.  Consider the weight of full rucksack that can be safely carried by individuals – based on their physical ability and maturity (body mat still be developing)  Split loads down to smaller bits if possible and share some items across member of the team.  Remind people how to lift and carry safely.  All lifting and dropping of heavy items to be supervised by adults |  |
| **Physical condition of participants.**  Poor physical condition within the team with consequential risk of separation, exhaustion, and accidents | All present | * Fitness of the team member – prior to expedition provide a physical fitness programme for all team members and monitor fitness levels   **Action: Check team members physical activities logs**   * Practise – prior to expedition ensure that there is a programme of fully kitted hikes undertaken over similar ground.   **Action: Check team members hiking records**   * Route agreed to be within physical capabilities of participants   **Action: Incorporate current guidance of local routes** |  |
| **Psychlogical condition of participants.**  Over confidence / Lack of confidence within the team with consequential risk of other hazards and of a breakdown of discipline / awareness. | All present | * Planning – ensure that all team members are involved with all planning aspects of the expedition including the route, purpose, risk assessment and training.   **Action:**   1. **Incorporate current guidance of local routes and no camping out into expedition** 2. **Increase content of the exploration element of the expedition**  * Training – ensure that all team members have completed relevant training and are happy and confident in their own and other member’s abilities. * Practice – ensure that all team members have completed sufficient practical practice hikes, navigation etc. and are happy and confident in their own and other member’s abilities * Team building – ensure that the team has undertaken a series of team building activities * Leadership – ensure that the team are confident in the selection and abilities of the leadership team |  |
| **Tentage, guy lines, trip hazards, Items stored at low level** –  Tripping on guy lines and tent pegs, natural items | Young people and leaders | Instruct and enforce “No running” rules around tents.  Choose areas clear of obstructions, sharp items, rabbit holes, rocks, logs etc or remove obstructions.  Try to avoid hazards such as barbed fence wire / ponds.  Mark any obstacles so clearly visible. |  |
| **Sleeping facilities -**  Safeguarding issues | Young people and leaders | Ensure sleeping facilities provide appropriate dividion of adults and young people.  Discuss sleeping arrangements for young people with young people and parents to ensure everyone is happy with plans.  Consider providing additional tents at campsites to enable individual use |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu to suit facilities available.  Plan menu around packed, precooked or dried expedition rations  Ensure correct storage of food.  Check HQ guidance on [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/)  All to clean hands thoroughly before and after food preparing and before consuming food. |  |
| **Cooking –**  Hot liquids, Cooking fats,  Risk of fire, Burns  Carbon monoxide | Young people and leaders | Gas cooking and lighting equipment to be used in controlled areas.  Extreme care with liquid fuel light systems used .(eg Hurricane lamps)  First aid kit in camp –call First Aid leader if required.  Fire Alarm & evacuation Procedure set up for the whole camp  Appropriate training of young people to ensure this is done safely. |  |
| **Lightweight cooking equipment –**  Risk of fire,  [Carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) |  | No cooking in sleeping tents – what other shelter/shade from wind and weather can be used to discourage this.  Clearly explain the dangers to all users, both young people and adults.  Avoid loose clothing around fires – watch out for open coats, sleeves and scarves. Tuck them in and keep coats, hoodies fastened. Do not reach over fires or flames.  Check HQ guidance on [Safe use of Gas](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-camp-stove-safely/) and [Trangias](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-meth-burning-stove-safely/) and [Aerosol](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-aerosol-gas-stove-safely/) stoves. |  |
| **Bugs & Dirt –**  Dirty utensils  Hygiene  Food poisoning |  | Leaders ensure good hygiene standards and brief young on the importance of maintaining throughout camp (identifying specific risks for the location, for example ticks).  Wash hands after going to loo and all field activities and before eating.  Make sure to use clean cooking / eating utensils. |  |
| **Injuries & Incidents –**  Risk of lack of adequate first aid whilst out on route |  | * + - * Ensure that all team members are first aid trained with at least one sufficiently competent lead first aider in each team       * Ensure that all team members have practised what to do in the event of an injury and that they are confident in being able to deal with various injuries.       * Ensure that all team members know what to do in the event of an emergency.       * Ensure that all team members have their own personal first aid kit and that the lead first aider has a full first aid kit.       * Ensure that all team members have any medication they need with them.       * Ensure that leaders / supervisors have the required first aid qualification and that they too are carrying adequate first aid kits       * Have a plan to avoid losing team members and what to do if this happens.       * Include an action plan for dealing with incidents in areas remote from access to emergency services       * Consider an Emergency Action Card in Leaders kit bag to aid YP in the event of an emergency involving leaders (to be included as part of the YP briefing). |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour. Leaders be aware and manage group behaviour.  [Free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) (unstructured activity) should be managed and have some level of supervision as, lack of it, is a frequent cause of incidents. |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all leaders and adult helpers have completed appropriate personal enquiry checks.  Event run by a leader with correct Nights Away Permit and Event Passports issued to young people if appropriate.  Appropriate adult: child ratios are in place.  Nights Away risk assessment logged with DC. |  |
| **Activities** |  | Produce separate risk assessments for any activities. Check the suitability of activities for those taking part – including age appropriate.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  Free time and unstructured activities - have a suitable plan for supervision. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Make sure there is an appropirate first aid kit available and that leader training is up to date.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place  Medication to be stored securely and leaders to supervise schedule of taking medicines  Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| **What other hazards arising do you need to consider?**  **This risk assessment does not cover the specifics of the activities being undertaken whilst away which will require their own.**  **There are** [**examples**](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/) **to use as a starting point** | | | |
| ***Covid considerations*** | | | |
| ***Risk of spread of infection*** |  | *Ask anyone showing signs of infection or with family members showing sign of infection not to attend.*  *Detailed attendee list for camp to be maintained by leader team. Ensure all YP and adult contact details are up to date with a robust InTouch system in place.*  *Limit the numbers attending to make social distancing easier to maintain*  *YP asked not to share phones or other personal items.*  *Suggest YP carry out lateral flow test prior to setting out – to reduce chances of infected participants.* |  |
| ***Reduce contact at arrival*** |  | *Give participants staggered arrival times to reduce possible contact.*  *Ask parents to drop off and collect via carpark. Leader to control access to ensure social distance is maintained.*  *Sanitiser station at gate for use on arrival and leaving.*  *Ask that Scouts do not lift share, unless within their own family’s bubble and that social distancing is maintained.* |  |
| ***Sharing of accommodation*** |  | *Use only smaller tents with one occupant in each – unless from same household bubble.*  *Bivouacs with open sides provide a good alternative for more users, but with distance maintained.*  *Hammocks for individuals another fun alternative.* |  |
| ***Communal areas*** |  | *Wet weather provision – dining shelters (no sides improves ventilation) – remember limited numbers using it due to maintaining distances.*  *Larger space avaible by using bivouac tarp or large lightweight tarpaulin or flysheet rigged up on poles/ropes. The open sides provide good ventilation but distance must still be maintained.*  *Use area of the site with a good spaced distance from any other users – ideally 15m away* |  |
| ***Activity numbers and equipment*** |  | *Plan activities with minimal equipment requirement.*  *Limit volume of equipment used where possible.*  *Clean down activity equipment before and after use.*  *Assign specific items to individuals for the activity if possible.* |  |
| ***First Aid Incident requires treatment of individual*** |  | *Provide suitable PPE: disposable gloves masks, aprons for use if administering First Aid. In the event of an accident or anyone taken ill (showing signs of COVID) - provide safe space away from others and arrange for transport. Other YP should be kept away from the area and sent home asap* |  |