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| **Name of activity, event, and location** | **1st Anytown Scouts – Lightweight expedition - example risk assessment**  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** | **01.03.2023** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **01.03.2024**  **(or before each event if sooner)** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  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. |
| **Hike Element** | | | |
| **Route**  Inappropriate distance, paths & terrain leading to injury, illness, exhaustion, lost YP  Contact with livestock leading to escape of livestock or injury to walkers | 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.  Walk planned to fit easily into daylight hours, with time included for unprecedented hold-ups  Torches carried in kit  Groups monitored for time and routes/plans adjusted accordingly by supervisers in situ  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.  If ticks are likely ([check guidance](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/ticks-advice-on-protection-prevention-and-removalhttps:/www.scoutadventures.org.uk/sites/default/files/2018-05/Axe%20and%20Saw%20-%20Factsheet_0.pdf)):  Teach YP not to pull them off and encourage YP to check themselves Instruct and inform YP/parents to thoroughly check for ticks upon the return home and what to do if they find any.  Leaders to monitor livestock, find alternative routes to avoid crossing any fields with livestock present. YP made aware of how to monitor this.  YP aware of the Countryside Code |  |
| **Monitoring**  Lack of supervision leading to injury, illness, distress, lost YP | All present | Monitoring team to have correct permits and these to be checked by DC before event. Monitoring team are aware of current organisational guidelines and emergency procedures  Nature and level of supervision been discussed and agreed with the group and supervisors beforehand (eg. Check points, Random rendezvous, Shadowing)  Before walking kit check completed  Ensure that the monitoring team are aware of any relevant special needs and have they taken steps to cater for these requirements  Participants understand circumstances in which they will be told to/ may choose to cease participation, either individually or as a group. Supervisors in situ to monitor YP and have final decision. |  |
| **Physical condition of participants.**  **Poor physical condition** leading to risk of separation, exhaustion, and accidents  **Poor kit** leading to risk of injury, exhaustion, illness, accidents | All present | Fitness of the team member – prior to expedition ascertain fitness levels for all team members and monitor fitness levels. Ensure fitness levels and physical capabilities are considered in route planning  Practise – prior to expedition ensure that there is a programme of fully kitted hikes undertaken over similar ground.  Route agreed to be within capabilities of participants  Clear training and instruction on kit required and how to pack it/wear it safely. Group kit distributed sensibly according to weight and size of individuals.  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). Provide transport for some kit if necessary.  Supervisors to monitor fit of rucksacs, continued endurance & fit of kit throughout event.  2L of water carried by each person, adequate supply of fresh water provided for top ups at checkpoints and campsites by support team. |  |
| **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 | All team members to be involved with all planning aspects of the expedition including the route, purpose, risk assessment and training.  All team members have completed relevant training and are happy and confident in their own and other member’s abilities.  All team members to have completed sufficient practical practice hikes, navigation etc. and are happy and confident in their own and other member’s abilities  Team to have undertaken a series of team building activities and are confident in the selection and abilities of the leadership team. |  |
| **Injuries & Incidents –**  Risk of lack of adequate first aid whilst out on route |  | All team members are first aid trained with at least one sufficiently competent lead first aider in each team and that they are confident in being able to deal with various injuries.  Ensure that all team members have practised what to do in the event of an injury, lost person or emergency, including in remote areas without limited access.  All team members to carry their own personal first aid kit and that the lead first aider has a full first aid kit.  Group to carry a storm shelter in remote areas.  Ensure that all team members have any medication they need with them.  Leaders / supervisors to have the required first aid qualification for the terrain and will carry appropriate first aid kits and shelter  Emergency Action Card to be carried by each group and all supervisors. |  |
| **Weather**  Sunstroke, hyperthermia, hypothermia  Injury | Young People,  Leaders, Helpers | Adults to ensure YP are guided and supported to wear appropriate clothing/protection according to weather conditions.  Drinks available at all times. Leaders to ensure YP maintain fluid levels. Top ups provided at rendezvous if necessary. Hot flasks to be carried in cold weather/ remote areas.  Groups to carry group shelter in remote areas.  Sun cream/hats, full waterproofs/hats/gloves on kit list.  Contingency plans in place if weather has an adverse effect on activities. |  |
| Camping Element  Peer led activities will need a [nights away event passport](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/the-nights-away-event-passport-guidance/) and consideration of how they will be supervised | | | |
| **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 aware of any machinery, farming equipment etc. and warn young people. Be clear on arrival if any areas are out of bounds to young people 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? Have you ensured to manage the risk of [Legionella](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/)?  Create and use a suitable grease trap for disposing of waste water, keeping away from natural water sources.  What plans have you made for removing rubbish, waste fluids and food from site? |  |
| **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.  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. |  |
| **Heavy loads and items** - Back or other injuries | All present | 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 |  |
| **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 division of adults and young people.  Discuss sleeping arrangements with young people and parents beforehand. YP with specific needs will need to be considered and appropriate arrangements made for them  Consider providing additional tents at campsites to enable individual use |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu around packed, precooked or dried expedition rations and cooking facilities available  Ensure full prior knowledge of allergies and dietary requirements and that these are met.  Ensure correct storage and handling 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.  Tie back long hair and avoid loose clothing around fires and naked flames –. 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. |  |
| **Personal Hygeine**  Illness, infections | All present | Brief YP on the importance of maintaining good hygiene throughout camp  Wash hands after going to the loo and all field activities and before eating.  Make sure to use clean cooking / eating utensils.  If ticks are likely:  Teach YP not to pull them off and encourage YP to check themselves daily. Instruct and inform parents to thoroughly check for ticks upon the return home and what to do if they find any. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour. Groups to have Leadership team, with access to adult support if necessary.  [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 considered and discussed with YP briefed on how to manage their own safety |  |
| **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. |  |
| **Weather**  Sunstroke, hyperthermia, hypothermia  Injury | Young People,  Leaders, Helpers | Shade and shelter available outside.  Adults to ensure YP are guided and supported to wear appropriate clothing/protection according to weather conditions.  Drinks available at all times. Leaders to ensure YP maintain fluid levels.  Sun cream/hats, full waterproofs/hats/gloves on kit list.  Spare clothes, hats and bedding available.  Contingency plans in place if weather has an adverse effect on activities. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Designated First Aider in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place. Remote Supervision should include an action plan for incidents.  Medication to be stored securely and First Aider to supervise schedule of taking medicines. Emergency medications to be ready to hand (eg epi pens)  Purple Cards issued to all Leaders and Helpers. |  |
| **What other Hazards arising do you need to consider?**  **Never be afraid to stop an activity if it is becoming unsafe!**  This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.  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.  There are [Example risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/)  to use as a starting point  Don‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you can t do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities. | | | |