**Roverway 2024 - UK Contingent Patrols – Risk Assessment**

PLs should use this template to risk assess your patrol’s involvement in Roverway.

This has been pre-filled with some content. You must customise this risk assessment to meet the plans and needs requirements of your patrol, while remaining practical and in accordance with Policy, Organisation & Rules (POR).

Click here for [guidance on risk assessment](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/) and [examples of risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/).

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| **Name of Patrol or IST** |  | **Date of risk assessment** |  | **Name of person doing this risk assessment** |  |
| **Date of next review** |  |

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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: participants, other volunteers, visitors | Controls are ways of making the activity safer by removing or reducing the risk.  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. |
| **General (including pre-departure)** | | | |
| Travel documents not in order before departure, or lost during event. | Patrol members | Participants to possess valid travel documents as advised on kit list.  Copies of passports to be obtained by PL/County/Nation and checked for validity before departure.  Participants to carry/store a photocopy of their passport separately from passport.  Passport copies held in EventsAir.  PL to hold all airline tickets until arrival. All to be responsible for own boarding cards and travel documents from check in. |  |
| Medication and medical information not in order before travel, or lost during event | Patrol members | Individuals are to check requirements to bring any medication into Norway and Denmark, and airline rules.  Medical details (and care plan where necessary) held on EventsAir and copies held by PL for on-site emergency.  Importance of declaring medical conditions and individual needs highlighted in advance of event and support provided. |  |
| Drugs and alcohol - slips, trips and falls, allergic reaction, negative role modelling, reputational damage | Patrol members | Participants to be aware of drug and alcohol laws.  Patrol briefed about acceptable behaviour prior to travel. All contingent members notified and reminded by PL that Roverway and all UK Contingent pre and post events are alcohol free. PL to seek support from UK CMT if concerned about participants exposure to drug taking or alcohol. |  |
| Safeguarding concerns -breach of Yellow Card, harassment and assault from members or non-members | Patrol members | PL, APL and adult participants holding an adult volunteer role are to complete mandatory safeguarding training and have disclosure check.  All adults to follow [Yellow Card](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/).  Patrol to agree group sizes to be used when off-site, so members are not alone where appropriate. Be aware of risks, particularly in public places. Keep to well-lit areas.  Refer any concerns to the UK CMT for advice and referral to the Safeguarding Team. |  |
| Slips, trips and falls | Patrol members | PL, APL and adult participants holding an adult volunteer role are to complete [mandatory safety training](https://learning.scouts.org.uk/safety/index.html#/).  Remind participants to be aware of hazards when travelling.  Anyone with accessibility needs to be self-aware and utilise assistance where necessary.  Wear sensible footwear and to keep a look out for hazards.  Keep camping area clear of hazards, clear away after activities. Supervision relevant to the weather, terrain and light levels.  Safety discussion with all participants and first aid kits to be carried. Emergency contact details to be available. |  |
| Managing incidents | Patrol members | Ensure all participants are familiar with how to contact emergency services.  PL to prepare patrol by discussing how the patrol will respond in an incident and practice potential scenarios.  Reportable incidents (including near misses) to be reported to UK CMT. |  |
| Spread of infection | Patrol members | Regular hand washing, especially before eating and after using the toilet.  Bring and use face covering if desired. Carry and use anti-bacterial gel if desired. |  |
| Lost participant – anxiety, abduction or personal harm | Patrol members | Travel journeys are to be made as a patrol, with regular head counts.  PL to set group sizes to be used when separating. Buddy system.  Set check-in times with clear meeting points.  Brief participants on what to do if they are lost.  All participants to have key contact phone numbers (for PL/UK CMT).  On arrival in a location, carry out a local area familiarisation, including identifying out of bounds areas.  Participants should wear their UK Contingent scarf/necker at all times and to consider wearing distinctive clothing (Scout uniform/UK Contingent kit) when travelling.  Consider using tools like what3words to help locate people. |  |
| Petty crime (theft) – loss of belongings, financial impact, loss of contact with group, anxiety | Patrol members | Be aware of risk of petty theft, keep belongings close.  Insurance in place for personal belongings.  Participants to hold contact details for UK CMT. |  |
| Travel | | | |
| Distress and anxiety – immigration, transits, language challenges, missing luggage etc. | Patrol members | Participants to understand the travel process and requirements.  Patrol to travel through security and immigration checks together as far as possible.  Carry some spare clothes and essential items in carry-on bags as per kit list. |  |
| Missing travel arrangement or travel delay | Patrol members | Allow plenty of time for travel to airports or for transfers, including reasonable time for delays.  Maintain awareness of whereabouts of all members whilst travelling.  Inform the UK CMT of any delays or missed connections and await support from the airline or UK CMT if needed.  PL to ensure all participants have regular access to food and water |  |
| Discomfort during travel due to ill health, aches pain, cramps, DVT | Patrol members | PL to be familiar with known conditions for participants, and seek appropriate assistance from airlines or airport staff. |  |
| Injury due to turbulence | Patrol members | Participants to follow the in-flight safety brief. Report to cabin crew should injury occur. |  |
| Acts of terrorism | Patrol members | Participants to be aware and follow in flight safety and briefings. Know how to report incidents to authorities and follow instructions if required to in an emergency situation.  Knowledge of Run, Hide, Tell for terrorist incident response. |  |
| Manual handling – lifting and moving heavy and large items | Patrol members | Pack within airline weight limits.  Use trolleys or share lifting with others where possible. |  |
| Behaviour - overexcitement, tiredness, exhaustion | Patrol members | Set clear expectations of behaviour.  PL to manage group behaviour, allowing suitable rest periods or quiet spaces. |  |
| Ferry walkways on decks – falling over into the sea | Patrol members | Caution when going up on deck, especially in bad weather. |  |
| Bus links - boarding / alighting, road traffic collision en-route | Patrol members | Seat belts to be worn during travel.  Secure any luggage stored in baggage compartment or overhead racks. |  |
| Road traffic incidents –collisions | Patrol members | Vigilance when crossing roads - use designated road crossings (illegal to cross outside of the crossing markings), underpasses and overpasses when possible and be aware of differences in road rules. |  |
| Public transport and taxi – collision, injury | Patrol members | Use recognised/licenced public transport or taxis. Don’t plan to travel alone.  Ensure prices are agreed up front where possible. |  |
| During event and activities | | | |
| Indoor accommodation – general safety, falls from height, | Patrol members | Care at windows to prevent anyone being able to pass through them.  Participants to be briefed not to open windows wide and to report any faults.  Any faults or issues to be referred to the Path Leader or UK CMT.  Care of high level walkways in Copenhagen hostel. |  |
| Indoor accommodation - unwanted visitors / intruders | Patrol members | Keep accommodation secure at all times.  Be vigilant around the hostel and raise an alert if concerned. |  |
| Camping accommodation – uncomfortable, insufficient sleep. | Patrol members | Kit list to include required items and to be discussed by Patrols in prior training to share experience. |  |
| Camping accommodation - unwanted visitors / intruders | Patrol members | Keep tents closed when off site or at night.  Be vigilant and raise an alert if you are concerned.  Refer to the UK CMT if issues arise. |  |
| Fire – fire, smoke inhalation, burns | Patrol members | Smoking and vaping are only permitted in designated areas.  Identify fire procedures for the location and assembly points.  Know who is in which tents or rooms overnight. |  |
| Free time / unsupervised activities – general incidents | Patrol members | Review [free time guidance](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) in order to reduce the potential for incidents and injuries |  |
| Activities led by Roverway – general incidents | Patrol members | Activities to be risk assessed in advance by planning team, and verified by UK CMT/Safety Team. *Do we have the appropriate equipment?*  *Do we have suitable clothing and footwear?*  *Is a first aid kit available?*  **Be prepared to say No or Stop if you are unsure** |  |
| Activities (led by patrol or unplanned) – personal injury | Patrol members | Each activity to be risk assessed, check Scouts rules and guidance for the activity. Make sure sufficient space is available inside or outside.  *Do we have the appropriate equipment?  Do the YP have suitable clothing and footwear?*  *Are adult ratios correct?  Is a first aid kit available?*  Empower all to stop if they feel unsafe. |  |
| Activities near water (at sea or on the beach) – drowning, injury, anxiety, extremes of heat | Patrol members | Awareness of boundaries.  Discuss precautions to take for safety.  Participants to look out for each other. |  |
| Swimming – drowning, injury | Patrol members | Swimming only permitted where a structured activity and [subject to POR 9.13.9](https://www.scouts.org.uk/por/9-activities/#9.13.9).  All to remain vigilant to keep a look out for danger or struggling participants.  No swimming at Sola Beach or in water surrounding the Stavanger campsite. |  |
| Major Incident – Terrorism/ Organised Crime; Public Disorder, Crowds – crush injuries, assault, loss from group. | Patrol members | Patrols to agree group sizes to be used when out, so members not alone where appropriate. Participants to familiarise themselves with UK CMT emergency number and reporting process.  Avoid areas of public disturbance. |  |
| Reputational damage - lack of awareness of local laws,  anxiety and separation, behaviour and noise | Patrol members | Participants to familiarise themselves with local laws and customs and ensure they follow them.  Clear expectations of behaviour in advance of travel. PL to set standards and uphold them throughout. |  |
| Ticks | Patrol members | Participants to thoroughly check for ticks when washing and know on finding any. |  |
| Medical devices and storage – insufficient power or temp regulation | Patrol members | All electrical medical devices or requirement for refrigerated medication to be declared to the UK CMT and individual care plans to be created.  Devices that need to be powered or charged to be advised to camp organisers for electric supply to be made available to those who need it. Battery back-up to be available. |  |
| Sharp items – cuts, mis-use and assault | Patrol members | Sharp items, including knives, to be stored in a safe container when not in use. |  |
| Toilet and washing facilities – poor hygiene, illness and accidents | Patrol members | Proper handwashing before eating and after using toilet.  Have access to own toilet roll, wipes and anti-bacterial hand wash. |  |
| Unclean campsite - poor hygiene, illness and accidents | Patrol members | Clear up litter as you go.  Use refuse collation areas.  Rubbish disposal on camp sites to be done regularly and not left to attract vermin and lead to disease and illness. |  |
| Bites and animals – spread of infectious disease | Patrol members | Patrol members briefed not to approach animals.  If anyone is bitten by an animal they must seek immediate medical assistance.  Recommended follow up in the UK by own GP. |  |
| Weather – heat and humidity, sun stroke | Patrol members | Water bottle and sun hat to be carried.  Buddy system in place to check each other are drinking enough water.  Use sun protection. |  |
| Inappropriate behaviour (swapping of badges and memorabilia) - breach of Yellow Card, theft, extortion and grooming | Patrol members | Adults to follow [Yellow Card.](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/) Patrol members should report if they feel they are being pressured at any time to give up items against their will. |  |
| Lone working – loss of contact, injury, lack of response. | Patrol members | All to be encouraged not to be alone.  Anyone working alone to have a method of calling for help i.e. a mobile phone.  Anyone working alone should let a colleague know where they are and check in at a pre agreed time. Failure to check in will then enable the alarm to be raised. |  |
| Food and cooking | | | |
| Cooking – Fire, burns, unfamiliarity with loaned equipment | Patrol members | Be aware of [guidance on safe use of cooking equipment](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/). |  |
| Catering - insufficient equipment causing difficulty providing meals. | Patrol members | Check all equipment on arrival on site prior to use. Report any missing/faulty items to the sub camp team or to the UK CMT to address with the organisers.  *Check; Gas bottles –storage, pipes etc Camp beds, canvas, etc Cookers – working and adequate  Tentage – waterproof, damage etc  Cooking utensils, pots and pans – availability and suitability* |  |
| Catering – use of gas stoves, fire, CO, explosion. | Patrol members | UK CMT to work with the organisers to ensure stoves supplied meet Scouts requirements. Gas stoves to be stored safely on site, in a shaded area if possible.  Check they are turned off correctly after use. Check to ensure they are secure and stable before use.  Stoves to be used in a well-ventilated area and **not inside a tent** to prevent intoxication or poisoning by CO gas. Pans used to cook to be the right size to be secure and not overloaded with contents to reduce the risk of toppling. |  |
| Catering - fire, burns and scalds from hot surfaces, liquids, cooking fats. | Patrol members | Fire-fighting equipment supplied by organisers to be identified.  Use of this to be understood by potential users.  First aid kit. |  |
| Catering - short food life without refrigeration, food poisoning | Patrol members | Food supplied daily.  Be flexible with food choices and on the day eat items that will perish earlier in the day to shorten storage time.  Raise any issues regarding food supply or quality with the UK CMT. |  |
| Food safety – allergies, intolerances. | Patrol members | Review [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/guidance-for-food-safety/) guidance.  Purchased Food – consider where you are eating and review Health & Hygiene information, google reviews or other data to try to eat at venues of higher hygiene standards.  Consider use of food allergy information cards prior to departure from the UK to advise of dietary needs in Norwegian.  Members with known allergies are to remain responsibility for checking all food (provided or purchased) is suitable for them to consume.  PL to be aware of all known allergies within the patrol. |  |