

**Risk Assessments for Wild Ones**

**Risk Assessment Listings**

1. Camping
2. Site and Accommodation
3. Activities
4. Group Management
5. Medical

**1. Risk assessment – Camping**

1.1.1 Cooking & Hygiene: Kitchen Tent

1.1.2 Cooking & Hygiene: Camping Stoves

1.1.3 Cooking & Hygiene: Fires

1.2.1 Tents: Heavyweight

1.2.2 Tents: Lightweight

1.2.3 Tents: Bivouac

* + 1. General Camping: Setting Up
		2. General Camping: Tent allocation/Bedtimes
		3. General Camping: Mealtimes
		4. General Camping: Other

**1.1.1: Cooking & Hygiene: Kitchen Tent**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Burners and Stills | Service users and Staff | * Burners must have 6 inches of space between them and marquee sides.
* Fire blankets must be accessible at all times.
* There must be a fire extinguisher on site at all times.
* All gas bottles must be turned off when not in use.
* Stills should only be on when staff members are on site at the camp area.
* Young people to be supervised when assisting with cooking.
* Stills to be filled by staff members only.
* Hot food/drinks to be carried out to the dining area by a staff member only.
* Entry and exit routes to burners and stills must remain clear and unobstructed at all times
* Cold water must be easily accessible on site at all times
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| Food Preparation | Service users and Staff | * All food preparation areas must be clean at all times – disinfectant to be provided.
* All dry foods must be securely stored in sealable containers to prevent animals foraging.
* All other foods must be refrigerated.
* One member of staff with a food hygiene certificate must be present on camp.
* Food hygiene protocols must be adhered to e.g. use of appropriate chopping boards.
* In case of dietary/medical requirements, e.g. severe allergy, a “clean area” will be maintained with separate preparation utensils, pans, chopping board, washing up utensils etc. This will be highlighted to all staff and young people assisting in food preparation.
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| Young People | Service users and Staff | * No young person should have access to the kitchen area unless supervised or given permission to do so.
* Any young person assisting with food preparation and handling must be suitably supervised at all times.
* A member of staff to be present when washing and drying up.
* Use of hot water should only be done by a suitably responsible person e.g. junior leader, and undertaken only with supervision.
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| Cleaning | Service users and Staff | * All washing up and drying up to be checked for cleanliness and to ensure items thoroughly dried.
* All tables to be cleaned prior to use and after.
* All rubbish must be tied up and placed in the allocated bins on site.
* Bins within the camp area must be emptied at least twice a day.
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| Sharp Objects | Service users and Staff | * All knives and scissors to be stored in a box.
* No knives or scissors to be used by a young person unless supervised.
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| Lifting | Service users and Staff | * Manual handling training in place
* Water collection is to be completed by at least two people, to assist with the weight of water containers.
* Any lifting of heavy containers e.g. water must be done according to recommended health and safety guidelines
* No one should carry any more than they are capable of doing so
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**1.1.2: Cooking and Hygiene: Camping Stoves**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Fuel | Service users and Staff | * A member of staff will be responsible for all distribution of fuels.
* In the event of any fuel leakage or spillage, the young person must inform a staff member immediately and this must be cleaned immediately.
* Petrol stoves are not to be used by participants during expeditions.
* Only approved stoves and fuel may be used.
* Refuelling of stoves must be done using small containers. Large containers must not be used in transportation or refuelling.
* Refuelling of stoves must only be done when stoves are cool and under no circumstances are they to be refuelled while alight.
* Refuelling must only be done in a well-ventilated area.
* Changing of gas canisters may only be carried out by a staff member unless the young person has reached a satisfactory level of competence as demonstrated to the camp leader.
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| YP usage of stoves | Service users and Staff | * At least two staff members must be approved for leading the session
* All young people must be instructed in the safe use of stoves and must be monitored closely until deemed safe and responsible.
* If any young person is seen to be unsafe in the use of any stove or is seen to be misusing it then staff must either instruct the young person until they are satisfied they are able to continue safely and responsibly, or remove the stove from use.
* Only approved stoves are to be used
* In the event of any burn or injury resulting in using a stove the young person must seek help immediately from a member of staff who is qualified to administer first aid.
* Use of stoves must be done in an appropriate area that is away from any potentially flammable materials.
* Stoves must be positioned on a safe and level platform to prevent tipping or spillage or burns to the immediate area.
* All use of the stove must be monitored at all times. Under no circumstances are stoves to be unattended.
* Young people are not to start using the stove until all food/drink and equipment is suitably arranged at no more than arms distance away.
* Cold water must be easily accessible on site at all times
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| Transport and Storage | Service users and Staff | * General transporting of stoves must be done safely. They must be kept upright at all times.
* All stoves must be stored in a safe area that is cool and dry and away from foodstuffs. They must also be stored in an appropriate container.
* All stoves are to be checked for damage on a regular basis and prior to use, any damaged stoves are to be reported immediately and either repaired or replaced. Under no circumstances is damaged equipment to be issued to YP or staff.
* On an expedition, the stoves must be carefully packed in an upright position within the rucksack.
* Stoves are not to be packed away until they have fully cooled down.
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| Food | Service users and Staff | * Prior to expedition each YP must be made aware of food hygiene and general hygiene protocols including how to thoroughly clean the stove.
* Each YP must ensure they store their food safely and securely and this should be monitored until a level of competency has been reached.
* Pots and pans should not be filled more than ¾ way to ensure spillage is kept to a minimum.
* Young person/staff not to drink from untreated water sources unless a purifying mechanism is available for use.
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**1.1.3: Cooking and hygiene: Fires**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Collection of firewood | Service users and Staff | * All collection of firewood must be monitored at all times to ensure safe handling of materials and appropriate behaviours are maintained.
* Guidance to be given on the size of firewood that should be gathered and should only be collected in allocated areas.
* Any breaking of wood should be supervised to ensure that no injury results from it.
* Only dead and lying pieces of wood can be used as firewood – no wood to be cut/chopped
* Any excess and unused firewood should be stored safely and in an appropriate area.
* Young people and staff should be advised on the possibility of splinters so as to ensure careful handling.
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| Lighting, maintenance and extinguishing | Service users and Staff | * All campfires must be constructed in a clearing that is safely removed from dry grasses and overhanging trees and branches.
* The landowner must approve all campfires.
* Whenever possible fires should be set within a circle of large stones or bricks to establish a safe barrier.
* Water must be easily accessible in the event of sparks or embers escaping the fire.
* Only approved staff members may take a campfire session and only they can start, maintain and extinguish the fire.
* Firewood must be kept at a reasonable distance from fire.
* Under no circumstances are any flammable, plastics or pressurised containers to be placed on or near the fire at any time.
* All staff must endeavour to place smaller pieces of firewood on the campfire to reduce the need of handling potentially hot or burning pieces.
* Campfires must be put out before anyone goes to sleep or leaves the site and staff must be sure that there are no smouldering embers left.
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| Young People | Service users and Staff | * Clear expectations on behaviours should be given prior to lighting the fire.
* All young people must be monitored to ensure that everyone is kept at a safe distance from the fire.
* Young people should be advised on sitting in an appropriate area around the fire that is not ‘down wind’. This should minimise any hot ashes or smoke being blown into anyone’s faces.
* An identified member of staff to monitor the group and not take part in any other tasks during this time.
* Staff to inform group leaders if they are moving away from the group.
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| Cooking and cleaning | Service users and Staff | * Only staff members are to cook on a campfire.
* Cooking on a campfire is not to be done on an expedition, it should only be carried out if going back to a base camp after.
* Only suitable pans and utensils to be used when preparing food on the fire
* Ensure food is piping hot before serving and young people are seated unless told otherwise.
* Pots, plates and cutlery should be cleaned as much as is possible. Once back on site these should be washed and dried thoroughly.
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| Tool maintenance and use | Service users and staff | * Service users and staff are shown how to use and sharpen each tool and monitored for the initial period.
* Good supervision, ratio of 1 adult to 4 children
* Clear and concise safety instruction incorporating risks and relevant laws
* Operate a buddy system of one knife/saw to 2 people. Buddy can enforce safety parameters in tool use.
* Tools stay inside the toolbox when not in use and returned immediately after completion of activity to the responsible adult.
* Ensure all tools are counted out and in
* Safe working space must be maintained
* Never leave tools lying on the ground – it could be a hazard to others and also become damaged or rust, becoming unsafe for future use.
* No gloves to be worn when using any tool
* Make all service users aware of safety rules
* Blood bubble – a stretched arm with tool should not touch others
* If a tool gets stuck, service users should be instructed to request leader’s assistance rather than struggle to release it themselves.
* Suitable clothing to be worn for activity with no dangling fabric or jewellery.
* All equipment to be kept clean, safe & sharp, and should be regularly checked and maintained.
* Check moving parts for wear and tear and ensure any screws, nuts etc are tight and secure. Ensure any locking parts are in working order. Replace if damaged
* Check blade guards/sheaths are not damaged and are fit for purpose
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**1.2.1: Tents: Heavyweight**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Setting up tents | Service users and Staff | * Service Users must be given clear instructions prior to assisting in tent set up and then must be closely supervised.
* Young people not to have mallets unless deemed responsible e.g. Junior Leader.
* The site chosen for tent set up should be on higher ground wherever possible to avoid getting water logged.
* Any site chosen for tent set up must be checked and cleared or debris
* Trip hazards must be highlighted and kept to a minimum, e.g. if guy ropes are required to be near a path they must be marked/highlighted with a glow stick to reduce risk of trip at night
 |
| Inclement weather | Service users and staff | * Staff must ensure that the tents are properly secured.
* Staff must ensure that the ground sheet is in place properly and pegs properly secured.
* All shoes must be removed prior to entering and leave shoes inside the tent off the groundsheet.
* All bags and equipment to be piled in the middle of the tent away from edges and if possible wrapped in groundsheet.
* Ensure clothes are packed away in bags and that at least one set is kept dry by wrapping in a plastic bag.
* Tents to be kept securely shut at night and when not in use, unless instructed by the staff to air them in fine weather.
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| Food and drink | Service users | * Food and drink not to be consumed in the tent at any time.
* If a service user has brought food or drink this is to be kept stored at all times in a zipped up bag.
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**1.2.2: Tents: Lightweight**

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| **Hazard** | **Risk of harm to** |  **Control Measure Control** |
| Setting up tents | Service users and Staff | * Service users must be given clear instructions prior to assisting in tent set up and then must be closely supervised.
* Young people to be explicitly told not to wave poles in the air or carry irresponsibly.
 |
| Inclement weather | Service users | * Staff must ensure that the tents are properly secured.
* Shoes must be removed prior to entering the inner of the tent and left inside the entrance.
* All bags and equipment are to be stored away from inner so that it does not press on the outer skin and let moisture in.
* Ensure clothes are packed away in bags and that at least one set is kept dry by wrapping in a plastic bag.
* Tents to be kept securely shut at night and when not in use, unless instructed by the staff to air them in fine weather.
 |
| Food and drink | Service users | * Food and drink not to be consumed in the tent at any time.
* If service has brought food or drink this is to be kept stored at all times in a zipped up bag.
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**1.2.3: Tents: Bivouacs**

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| **Hazard** | **Risk of harm to m**  | **Control Measure** |
| Setting up  | Service users and Staff | * Service users must be given clear instructions prior to assisting in bivouac set up and then must be closely supervised.
* Young people not to have mallets unless deemed responsible e.g. Junior Leader.
* Each bivi must be checked for stability and suitability by a member of staff prior to use.
 |
| Inclement weather | Service users | * Staff must take decisions as to whether using the bivis is appropriate or if alternative arrangements should be made e.g. sleeping in marquee.
* All bags and equipment are piled in the middle with sleeping bags put in a dry bag so it does not get wet. Consider storing items in a drier place if available e.g. van.
* Ensure clothes are packed away in bags and that at least one set is kept dry by wrapping in a plastic bag.
 |
| Food and drink | Service users | * Food and drink not to be consumed in or around bivouac at any time.
* If service users have brought food or drink this is to be kept stored at all times in a zipped up bag.
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**1.3.1: General Camping: Setting Up**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Camp construction | Service users and Staff | * Service users must be given clear instructions and allocated jobs appropriate to their competency.
* All tents, bivi’s and marquees should be placed on higher ground wherever possible to avoid getting water logged.
* Overhanging branches should be assessed for possible breaking.
* No marquees should be moved without the appropriate number of people required to do so safely.
* There must be no passing between marquees, tents and bivis due to guy lines and pegs.
* Layout of camp should be so that there is one communal entry and exit point and so that the camp forms an enclosed circle.
* Marquee sides should be in place in bad weather, use correct sides only this is particularly important for the kitchen tent.
* Ensure all pegs and guy lines are secured and the service users are aware of their location, any pegs or guy lines that unavoidably have to be placed near a walkway should be highlighted with a glow stick to minimise trip hazard at nightime.
* All tents to be set up so that doorways are facing into the camp, never away from the centre.
* Adults must be placed all around the camp and at the entrance/exit point.
* All staff and service users should wear suitable footwear, flip flops and sandals are not to be worn.
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| Inclement weather | Service users and Staff | * All tents, marquees and bivis to be properly secured.
* All items to be stored away from sides and if possible placed in watertight storage boxes.
* Ensure food is protected and stored properly.
* During set up ensure service users and staff are wearing appropriate clothing and that dry clothes to change into are kept dry.
* If weather is too bad during set up take advice on weather prospects and make decisions as to how to continue.
 |
| Behaviour | Service users and Staff | * All young people need to be accounted for at all times, this includes monitoring of toilet breaks.
* All young people must be supervised in the setting up of camp.
* Service users and staff must be instructed in the safe lifting, erecting and moving of equipment.
* Young people must be monitored closely to observe and challenge any inappropriate behaviours or misuse of equipment.
* Each young person must be allocated a job to ensure that everyone is playing his or her part and so boredom does not set in.
* Very vulnerable young people must be supervised on a 1:1 or 1:2 ratio.
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**1.3.2: General Camping: Tent allocation/Bedtimes**

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| **Hazard ssue** | **Risk of harm to** | **Control Measure** |
| Safety | Service users and Staff | * All young people should be clearly told where their nearest adult is.
* Clear risk assessments to be made prior to going to bed to ensure that vulnerable young people are not placed inappropriately.
* Guidance given on waking others should they feel worried.
* Ensure that tent make-up is size, age and behaviour appropriate.
* Staff members not to share a tent with young people.
 |
| Behaviour going to sleep | Service users | * Clear instructions given prior to going to bed so that every service user is aware of the expected behaviour.
* Staff must not go to bed until all young people are in their tents and asleep.
* Consideration is to be kept at all times for other campsite users.
* Extra tents should be considered in the event of non-compliance of a young person.
* All young people to wear warm clothing, solely wearing pyjamas is not acceptable
 |
| Soiling | Service users | * All young people should be given the opportunity to use the toilet prior to going to bed.
* All young people are given clear instructions on going to the toilet at night and prior to getting up in the morning.
* If a young person does have an accident in the night, all wet gear to be taken out of the tent discretely and ensure young person washes and puts on clean/dry clothes. Ensure a clean sleeping bag is given.
* Rinse sleeping bag; see 4.2.3
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| Behaviour in morning | Service users | * All young people are told rules for morning.
* Staff to be awake and dressed at least half an hour before getting young people up.
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**1.3.3: General Camping: Mealtimes**

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| **Hazard** | **Risk of harm to**  | **Control Measure** |
| Positioning | Service users and Staff | * Positioning of tables and benches should be spaced to allow traffic to pass by.
* Serving tables to be set up with enough space for people to walk past.
* A clear, unobstructed route to and from the kitchen and serving area should be maintained
 |
| Hot liquids & Foods | Service users and Staff | * Young people are told to carry items with care.
* A system of walking anti-clockwise around the table to be established to avoid collisions.
* No one should carry more than they are capable of carrying.
* Only those designated to serve food are allowed to be stood at the serving table.
* If drinking a hot drink, the young person must be seated.
* Care to be taken when sitting and leaving the table particularly with benches.
* No running at any time.
* To avoid upset, the use of spreads etc should be monitored by staff
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| Behaviour | Service users and Staff | * Each service user to be called by name/table to come and collect food.
* Staff to be evenly distributed amongst the tables and young people.
* Young people who may present a risk to have a staff member sit next to them.
* Toilet breaks to be monitored to ensure that young people do not congregate in bathrooms.
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| Hygiene | Service users and Staff | * Everyone should wash hands prior to eating.
* Cutlery and cups are not to be shared.
* Tables to be washed prior to setting up and after eating – need to pay particular attention to bird faeces being cleared.
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**1.3.4: General Camping: Other**

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| **Hazard sue** | **Risk of harm to To** | **Control Measure** |
| Animals/Insects | Service users and Staff | * All staff and young people are to be informed of ticks. Letters and information leaflets should be sent to guardians to advise of the nature and treatment of ticks.
* All service users and staff should be advised to check themselves regularly to ensure that they are free from ticks and follow the advice in the information leaflets.
* Ticks should only be removed by an appropriate staff qualified member (first aider) to ensure that the tick has been removed properly.
* If an animal such as fox is on site, service users are advised not to touch it or encourage it in any way. A staff member should be notified.
* No animal should be approached/touched regardless of apparent ‘tameness’ or encouragement from owners.
* There is to be no feeding of any animals.
* All group members should be warned of dog faeces and if anyone comes into contact with it, it should be cleaned immediately and at the earliest possible moment with soap and water. Hands should not be placed near eyes or mouth until they have been cleansed thoroughly.
* Group should be warned of the possibility of snakes when walking and should stay on the designated path, particularly in sandy heathland on autumnal and spring days.
* On encountering domestic horses, the group should remain still and quiet until rider and horse have passed.
 |
| Petrol Lanterns | Service users and Staff | * Any use of petrol lanterns is to be agreed by the supervisor.
* The lantern must be positioned in a place that is safely out of reach and securely fastened.
* The lighting of petrol lanterns can only be carried out by a trained member of staff.
* Any refuelling must be in line with notes from section 1.1.2.
* Any damage to lanterns must be reported immediately and lanterns must not be used until it is repaired or replaced.
 |
| Fire | Service users and Staff | * All fire procedures must be followed on arrival and throughout the stay according to individual site procedures.
* All staff should clearly understand and be aware of specific fire procedures for sites, these should be communicated to all service users.
* Designated smoking areas can only be used..
 |
| Other Users | Service users and StaffOther users | * Consideration should be taken at all times of other users
* No one at any time should walk through another campsite, service users should be instructed to walk around other camps.
* Quiet times should be followed at all times to avoid conflict with other users.
* Young people not to mix with other groups unless being supervised.
* Young people not to congregate in social areas unsupervised.
 |
| Personal Hygiene and Safety | Service users and Staff | * Shoes should be worn everywhere except for the inside of the tent.
* Each young person has to have shower each morning and to wash after heavy exercise. Hair should not be washed where there are no drying facilities.
* Showers and toilets to be left clean and tidy.
* No member of staff to be alone in shower/toilet area with only one young person.
* Young people with long hair have to wear it tied back.
* No running except in areas cleared by staff for activities.
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| Weather | Service users and Staff | * Please see 1.2.1, 1.2.2, 1.2.3, 3.1.1, 4.1.2.
* No camping to be done between October and April – consideration to be given to April, early May and late September as to appropriateness.
* Leaders to be aware that camping brings extra challenges and plan appropriately e.g. how many dry clothes are available to individuals in wet weather or in hot/sunny weather what shaded areas are available?
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**2. Risk assessment – Site and Accommodation**

2.1.1 Cooking and Hygiene: Kitchen

2.1.2 Cooking and Hygiene: Bathrooms and Bedrooms

2.2.1 Accommodation: Room Allocation & Bedtimes

2.2.2 Accommodation: Communal areas

2.2.3 Accommodation: Mealtimes

2.2.4 Accommodation: Other

2.3.1 Site: Woodlands

**2.1.1: Cooking & Hygiene: Kitchen Area**

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| **Hazard** | **Risk of harm to o** | **Control Measure** |
| Cooker | Service users and Staff | * Check the position of the fire extinguisher, fire blanket and first aid kit.
* The cooker must only be lit by a member of staff or by a responsible YP being closely supervised.
* Young people to be supervised when assisting with cooking.
* On completion all appliances and cookers should be checked to ensure that everything is turned off.
* All young people to be kept outside the kitchen when cooking is taking place unless directed and supervised by a member of staff.
* Cold running water must be accessible at all times.
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| Food Preparation | Service users and Staff | * All food preparation areas must be clean at all times – disinfectant to be provided.
* One member of staff with a food hygiene certificate must be present on site.
* Food hygiene protocols must be adhered to e.g. use of appropriate chopping boards.
* Members of staff must supervise areas that contain hot liquid and food stuff’s
 |
| Young People | Service users and Staff | * No young person should have access to the kitchen area unless supervised or given permission to do so.
* State clear rules and expectations before young people enter the kitchen.
* Cooking, as an activity, is only to be done with a well-established group.
* Any young person assisting with food preparation and handling must be suitably supervised at all times.
* All young people who have finished allocated jobs should be removed to a seating area until kitchen duties are completed.
* Footwear to be worn at all times in the kitchen.
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| Washing/Drying | Service users and Staff | * All allocated kitchen duties should be on a rota system to ensure that fairness is applied at all times.
* Staff must endeavour to engage those YP who are not assisting, finding other jobs may be needed.
* Sharp objects are only to be used / washed by a responsible young person. Staff must observe to ensure this is done safely.
* A member of staff must clean up any broken glass immediately.
* Ensure that the kitchen floor is kept as dry as possible by using a mop and bucket.
* Inform all young people to take care with the wet floor and use a wet floor sign.
* Young people are not permitted to lift trays of glasses or cups, this should only be done by an adult
* Sinks should not be filled with dirty plates, glasses, cups or cutlery. All used items are to be stored on the side boards until the earliest opportunity to clean.
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| Sharp Objects | Service users and Staff | * All knives and scissors to be stored in a box.
* No knives or scissors to be used by yp unless supervised.
 |
| Lifting | Service users and Staff | * Any lifting of heavy containers e.g. water must be done according to recommended health and safety guidelines.
* No one should carry more than they are capable of doing so.
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**2.1.2: Cooking and Hygiene: Bathrooms and Bedrooms**

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| **Hazard** | **Risk of harm to** | **Control Measure** |
| Toilets | Service users and Staff | * YP should always ask a member of staff to go to the toilet and YP should be sent 1 at a time to avoid bullying or inappropriate behaviour as guided by service user’s pastoral lead
* Ensure young people take into consideration other users when they use and leave the toilet area by flushing toilets and checking for cleanliness.
* Ensure all females know the placement of the sanitary bin and how to dispose of used sanitary products appropriately.
* Emphasise washing hands after using toilet.
 |
| Washing | Service users and Staff | * Ensure that the bathroom floor is kept as dry as possible by using mop and bucket.
* Inform the group that shower curtains should be tucked inside shower unit at all times.
* Inform all yp to take care of wet floors and use wet floor signs where necessary.
* Bathrooms and toilets to be monitored by staff to ensure bullying and unacceptable behaviour does not take place.
* Hair should not be washed, particularly in winter, as no hair drying facilities are available.
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| Bedrooms/tents | Service users | * The young people must keep sleeping areas tidy and give consideration to others.
* Time should be given to tidy areas if they are particularly bad.
* All wet kit must be hung up to dry or placed in a plastic bag.
* No sweets or food to be consumed in bedrooms/tents.
* Numbers of YP assigned per room/tent should reflect on the maturity of the group
* Staff to be located closest to the fire exits and spread throughout the accommodation area where possible.
* YP are to be informed that the fire exits are only to be used in an emergency
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| Cleaning | Service users and Staff | * Clear instructions must be given at the start (i.e. how to use equipment).
* Members of staff must be spread out throughout cleaning duties to ensure cleaning is done safely.
* Staff and Young people cleaning toilets and bathrooms must wear protective gloves.
* Staff and Young people using harmful cleaning fluids must wear protective gloves and YP to be supervised by a member of staff.
* Mopping of floors is to be done at the end of cleaning duties. This area must then be marked out of bounds.
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**2.2.1: Accommodation: Room allocation & Bedtimes**

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| **Hazard** | **Risk of harm to ar** | **Control Measure** |
| Safety/Security | Service users and Staff | * Where possible and without contravening fire regulations, lock bedroom windows to prevent misuse.
* All outside doors should be locked and checked prior to sleeping.
* If rooms are lockable from inside, staff should have access to a universal key.
* No smoking in any rooms/tents.
* All young people should be clearly told where their nearest adult is.
* Clear risk assessments to be made prior to going to bed to ensure that vulnerable young people are not placed inappropriately.
* Ensure that room/tent make-up is size, age and behaviour appropriate.
* Where ever possible staff members are not to share a room/tent with young people, however at some locations this may be unavoidable. Where ever staff and YP are sharing accommodation this will not be of mixed gender. If sharing accommodation at least 2 staff members will be present
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| Behaviour and going to sleep | Service users | * Clear instructions given prior to going to bed so that every service user is aware of the expected behaviour.
* Staff must not go to bed until all young people are in their beds and asleep.
* All service users wear warm suitable clothing.
* Young People should be moved from rooms/tents if they continue to disrupt other YP
 |
| Soiling | Service users | * All young people should be given the opportunity to use the toilet prior to going to bed.
* All young people are given clear instructions on going to the toilet at night and prior to getting up in the morning.
* If YP does have an accident in the night, all wet gear to be taken out of the room discreetly and ensure YP washes and puts on clean/dry clothes. Ensure a clean sleeping bag is given.
* Rinse sleeping bag; see 4.2.3.
 |
| Morning | Service users | * All young people are told the rules for morning.
* Staff to be awake and dressed at least half an hour before getting young people up.
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**2.2.2: Accommodation: Communal Areas**

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| **Hazard** |  **Risk of harm to To** | **Control Measure** |
| Communal seating/free time areas | Service users and Staff | * Areas that are out of bounds must be clearly defined.
* Clear rules and expectations need to be set out for the use of the area
* All equipment must be stored out of the way of participants and if YP wish to use equipment during free time they must seek staff permission
* There must always be a staff member sitting with the young people whilst in the communal area to observe and identify any silly behaviour or bullying and intervene accordingly.
* Staff must be vigilant to territorial behaviour and cliques developing.
* Hot drinks to be consumed at senior staff's digression.
* YP are to be told of the safety considerations of the benches and warned of the dangers of them tipping.
 |
| Hallways, walkways, Entrances and Exits | Service users and  Staff | * Ensure that the hallway floor is kept as dry as possible by using a mop. Inform all young people to take care with the wet floor and use a wet floor sign.
* All hallways/walkways are to be clear of obstacles at all times.
* All entrances and exits are to be free from obstacles at all times.
* All shoes and waterproofs must be hung up immediately after use.
* Any wet areas resulting from bad weather and wet clothes should be dried immediately.
* Staff should ensure that young people know which entrance/exit to use and also all the fire exits.
 |

**2.2.3: Accommodation: Mealtimes**

|  |  |  |
| --- | --- | --- |
| **Hazard zard** | **Risk of harm to** | **Control Measure** |
| Positioning | Service users and Staff | * Positioning of tables and chairs should be spaced to allow traffic to pass by.
* Serving tables/hatch to be set up with enough space for people to walk past.
 |
| Hot liquids & Foods | Service users and Staff | * Young people are told to carry items with care.
* A system of walking anti-clockwise around the table to be established to avoid collisions.
* No one should carry more than they are capable of carrying.
* Only those designated to serve food are allowed to be stood at the serving table.
* If drinking a hot drink, the young person must be seated.
* Care to be taken when sitting and leaving the table particularly with benches.
* No running at any time.
* To avoid upset, the use of spreads etc should be monitored by staff.
 |
| Behaviour | Service users and Staff | * Each young person to be called by name/table to come and collect food.
* Staff to be evenly distributed amongst the tables and young people.
* Young people who may present a risk to have a staff member sit next to them.
* Toilet breaks to be monitored to ensure that young people do not congregate in bathrooms.
 |
| Hygiene | Service users and Staff | * Everyone should wash hands prior to eating.
* Cutlery and cups are not to be shared.
* Tables to be washed prior to setting up and after eating.
 |

**2.2.4: Accommodation: Other**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Security | Service users and Staff | * A designated staff member should be responsible for ensuring that any building is securely locked, all gates are locked where possible and the site is “closed” when leaving the site.
* Any keys must remain with the designated staff member.
* All lights should be turned off and all windows should be shut prior to leaving any building.
 |
| Emergencies | Service users and Staff | * Young people must be informed of what to do in the case of an emergency/Fire at the beginning of the residential.
* Fire exits must not be blocked.
* A list of who is in each room/tent needs to be written when groups are assigned to bedrooms. This list must be kept near a fire exit and all staff need to be aware of where the list is.
* One member of staff needs to have responsibility at all times for consent forms for use in the event of an emergency.
 |

**2.4.1 Woodland Site**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Parachute/Canopies | Service users and Staff | * Ensure all Canopies and parachutes are secured.
* Use slip knot to avoid damage
* Ensure positioning is appropriately placed near to fire areas

Ensure fire is no longer established before and after erection |
| Members of Public | Service users and Staff | * Staff to adhere to code of Conduct
* Clients to be given a verbal warning
 |
| Dangerous Trees | Service users and Staff | * Conduct a dangerous tree survey for potential hazards.
* Any potential dangerous trees to be felled or site of work moved.
* Survey to be carried out annually.
* Verbal warning before people set up camp
 |
| Accidents | Service users and Staff | * Verbal Warning at introduction.
* Site surveyed for major hazards and eliminated or site/activity moved
* Ensure everyone is aware of potential dangers and specific areas of danger are pointed out.
* First aid kit is kept on hand and position known
* Access to cold running water at all times
* Monitor condition of site, ensure qualified first aider is on site and routes for emergency services are clear and known to all
 |
| Shooting | Service users and Staff | * Ensure all are aware of shoot locations and times. Areas and boundaries of site to be defined at shoot times
* Ensure staff and service users are aware of any shoots going on at or around site and location of them
* Liaise with landowner regarding potential shoots and be aware of areas used for shoots
* Put up signs if appropriate to do so
 |
| Felling/Pruning | Service users and Staff | * Small Trees- Verbal Warning – All clients to be given a demonstration and have the risks explained to them before commencing.
* See specific tools RA.
* Ratio of 1:12 adhered to.
* Large Trees- Verbal Warning – All clients have had the proper training and be given a demonstration with the tools they are using (also see RA for specific tools).
* Ratios above to be adhered to.
* Verbal Warning – All clients to be given a demonstration and have the risks explained to them before commencing.
* See specific RA for tool use.
* Ratio of 1:12 adhered to.
 |
| Flooding | Service users and Staff | * Advise all camping is on higher ground
* Ensure camp away from river beds keep track of recent rainfall and weather
* Ensure staff and service users are well briefed on dangers and evacuation plans if necessary conditions
 |
| Darkness | Service users and Staff | * Staff and service users have a torch available.
* Communal lanterns to be available.
* Camping to be set in close proximity to camp
 |
| Weather | Service users and Staff | * Staff to be first aid trained.
* Emergency procedure written and available.
* Service Users advised what to bring before the course.
* Extra provisions and equipment to be available if necessary, including spare bedding and raised beds.
* Activity to be abandoned if conditions are too bad.
* Staff to monitor conditions of weather, students and other staff
* Monitor weather forecasts, ensure correct clothing and shelter is used
* Advise on safety routes for emergencies
* Abort course if necessary or move to safer location, ensure staff and service users have correct clothing for conditions and monitor situation should weather worsen
 |
| Campfire/Log Burners | Service users and Staff | * Ensure burns kit is kept available.
* Monitor use of fire on site
* Ensure correct procedures are followed and water is available.
* Access routes for emergency services should be clear and known.
* No fires or naked flames in tents or shelters
* Cooking stoves used and stored correctly.
* Only build fire in designated fire area within Fire Safety Zone - Fire Circle
* Ensure area and soil is appropriate for fire
* Fire to be set in a shallow fire pit about 2ft square or raised off the ground should area be unsuitable
* Ensure area is cleared prior to starting to ensure there is no possibility of surrounding areas catching alight
* Fire pit to be completely surrounded by a square of logs - the Fire Safety Zone
* Fires should be kept small and low
* No walking between logs or across fire pit
* Clear all trip hazards away from fire
* A sitting area to sit all students / the Fire Circle - created at least 1.5m from the fire safety zone
* Walk around the outside of the seating area when moving around the fire area.
* Fire can be lit with matches or fire steels. Firelighters can be used if wood is too wet and only under strict supervision and training from staff
* Once the fire has started an adult needs to attend to it at all times
* Only fire lighting groups are allowed within the fire safety zone to add firewood, but are supervised at all times.
* No fire poking, playing with or throwing things in fire – long hot sticks are a serious burn hazard in a group situation.
* Keep sufficient water, fire blanket, and Safety Bag first aid kits)
* Position fire near a water source if possible
* In an obvious and clear site– make sure everyone is aware of where this kit is.

Use only dry firewood and Avoid Chestnut or Cedar on a fire at gives off sparks, spits and pops |
| Firewood Collection/Storage | Service users and Staff | * All collection of firewood must be monitored at all times to ensure safe handling of materials and appropriate behaviours are maintained.
* Guidance to be given on the size of firewood that should be gathered and should only be collected in allocated areas.
* Any breaking of wood should be supervised to ensure that no injury results from it.
* Only dead and lying pieces of wood can be used as firewood – no wood to be cut/chopped unless training has been provided
* Any excess and unused firewood should be stored safely and in an appropriate area.
* Service Users and staff should be advised on the possibility of splinters so as to ensure careful handling.
 |
| Dogs | Service users and Staff | * No one is to approach or be friendly to any dog unless given the owner’s permission.
* If not controllable by owner, or no owner, keep arms by one's side, don’t run and don’t make eye contact. Inform local authorities.
* Verbal warning to all clients and volunteers.
* If dog activity is on site check area for faeces
 |

**3. Risk assessment – Generic Activities**

3.1.1 Outdoor: Walking

3.1.2 Outdoor: Day activities

3.1.3 Outdoor: Night Games and Activities

3.1.4 Outdoor: Water based

3.2.1 Sports: Venues

3.2.2 Sports: Games

3.2.3 Sports: Other

3.3.1 Social: Arts and Crafts

3.3.2 Social: Indoor Games

3.4.1 Bushcraft

**3.1.1: Outdoor: Walking**

|  |  |  |
| --- | --- | --- |
|  **Hazard** | **Risk of harm to To** | **Control Measure** |
| Preparation | Service users and Staff | * All service users and staff to be briefed as to what clothing should be worn/taken prior to the activity, staff should ensure that these instructions are followed by all.
* Appropriate shoes to be worn with laces tied securely.
* A full emergency kit should be taken.
* The group leader and one other staff member must have a mobile phone on them and switched on; the driver of the safety bus must also carry a mobile.
* All staff must have either walked the route prior to the activity and be confident in their knowledge, or on expeditions must have relevant qualification to lead the group e.g. ML or Burrgate.
* Agreed meeting points with the safety bus must be arranged prior to the walk.
* All service users must have practised the check off routine.
* All Health and Safety checks must be carried out each time.
* Supervising staff to carry out relevant emergency equipment that is to include; first aid kit, group shelter, survival bag, spare clothing, hot and cold water.
* Staff to carry group offsite bags containing water, sun lotion and spare clothes appropriate to the group size, activity and weather conditions
* Route and group details for expeditions to be left with home based contact.
* Consent form and relevant medication to be carried at all times.
 |
| Walking | Service users and Staff | * The group must walk between the Group Leader and a designated member of staff at the back. The back person should be changed at regular intervals.
* Clear expectations on behaviour should be given at all times, whilst play is encouraged there should be no inappropriate behaviours such as pulling, pushing or tripping.
* Young people are to not climb trees or go into any water present.
* If passing members of the public, the group should be managed to one side and be respectful at all times.
* Any packs being carried on smaller walks should be alternated between different members of the group and fitted appropriately.
* No walking should be done in an area where forestry activity is taking place – alternate routes must be found.
* Young people should be instructed in how to pass obstacles such as overhanging branches or fallen logs, including in how they should look after each other to avoid injury.
* Water should be kept in the safety bus for the group to drink at agreed check points.
* High visibility jackets to be taken and worn for all road crossings; see 4.1.1.
* If map work is an activity then the staff member leading must be approved to teach this.
 |
| Expeditions | Service users and Staff | * Expeditions are only to be led by an appropriately qualified person according to the location and terrain being covered e.g. ML or Burgate.
* All routes and distances should be appropriate to the ability of the group.
* Participants must carry water on lengthy walks.
* If young people are carrying packs, a full briefing on what to carry and how to carry should be given, this should be checked.
* Staff to check that packs are fitted appropriately to each young person so that distribution of weight is ensured.
* Large equipment should be shared across the group to spread the weight-bearing load.
 |
| Weather | Service users and Staff | * Ensure weather forecasts are obtained prior to any venture and leaders are aware of changing conditions.
* Ensure that all participants are aware of potential weather conditions and be ready to change venue if necessary.
* Ensure that a safety bus is at regular intervals for shelter.
* Group shelter to be carried on venture in event of extreme weather conditions.
* Have alternative route plans to be followed in the case of change of weather.
* Ensure all participants are suitably equipped with appropriate clothing and equipment that will meet the worst-case weather scenario.
* Appropriate equipment should also be carried in the event that that group should be benighted.
* Should weather conditions present concerns then venture should be abandoned. Health and safety of the group is paramount at all times.
* It is important to remember that very hot conditions are as serious as very cold or wet and provisions should be carried accordingly.
* Water should be available and carried by all. Staff need to check that young people are taking in fluids on a regular basis.
* Sun protection lotion should be carried and young people encouraged to apply on a regular basis.
* Each expedition must have a qualified first aider that is able to recognise causes and symptoms of hypothermia, heat stroke and sunstroke, and be able to deal with this prior to emergency help. It should be noted that the prevention is always better than treatment and the activity should be managed accordingly.
* If a group gets wet, ensure they have access to getting changed into dry and warm clothes as soon as possible.
 |
| Animals | Service users and Staff OthersAnimals | * No animal should be approached/touched regardless of apparent ‘tameness’ or encouragement from owners.
* There is to be no feeding of any animals.
* All group members should be warned of dog faeces and if anyone comes into contact with it, it should be cleaned immediately and at the earliest possible moment with soap and water. Hands should not be placed near eyes or mouth until they have been cleansed thoroughly.
* Group should be warned of the possibility of snakes when walking and should stay on the designated path, particularly in sandy heathland on autumnal and spring days.
* On encountering domestic horses, the group should remain still and quiet until rider and horse have passed.
* All staff and service users are to be informed of ticks. Letters and information leaflets should be sent to guardians to advise of the nature and treatment of ticks.
* All service users and staff should be advised to check themselves regularly to ensure that they are free from ticks and follow the advice in the information leaflets.
* Ticks should only be removed by an appropriate staff qualified member (first aider) to ensure that the tick has been removed properly.
 |
| Disorientation |  | * Prior to any activity clear instructions should be given on the area, boundaries, route and visible landmarks and what to do in the event of getting lost and reaching a road.
* In the event that a road is reached, it must not be crossed under any circumstance.
* In the event that someone feels lost/anxious/concerned they must sit down and wait for a member of staff to pick and meet them.
* There should be checkpoints at regular intervals, especially on lengthy walks to reduce the search area in the event of someone being missing.
* Group check offs should be done at regular intervals and when appropriate.
* Emergency contact and/or evacuation procedure should be in place prior to venture.
 |

**3.1.2: Outdoor: Day activities**

|  |  |  |
| --- | --- | --- |
| **Hazard /Issue** |  **Risk of harm to**  | **Control Measure** |
| Using natural resources | Service users and Staff Others | * If using trees and branches to secure ropes, ensure they are fit for purpose.
* When standing and crossing on logs ensure that they are fit for purpose and that members of staff are positioned appropriately for safety.
* If using an area for activities involving running, ensure the ground is as clear as possible and warn the group of any particular hazards.
* If using natural resources for activities, instruct groups to only use dead materials that are lying around. Groups should never use live materials and in particular should not pull up foliage such as ferns.
* Instruct groups to be careful of natural obstacles when positioning themselves for activities that involve hiding in the undergrowth.
* Any areas containing machinery or equipment left by the forestry commission should not be used for activities.
* If log piles are in the area, service users must be instructed to stay away from them, warned of the dangers they present and under no circumstances be allowed to climb on them.
* All areas must be left in their natural state.
* If there are large numbers of the public in the area, ensure the activity is set up well away from them and they are warned of any obstacles should they come near.
 |
| Equipment | Service users and Staff | * If carrying ropes etc, these must be evenly distributed amongst the staff and group to ensure even load bearing. The weight must be appropriate to the capabilities of the person carrying the pack.
* Equipment for activities should only be carried where necessary, at other times it should be left in the safety vehicle.
* If knives need to be carried, this should be done by an adult only and should be properly sheathed for carriage.
* If knives need to be used for cutting rope etc, then this must be done by an adult only.
 |
| Supervision | Service users and Staff | * It is imperative that young people are closely supervised in areas where the public are to ensure the safety of all.
* Games should be monitored and modified according to each group.
* When doing activities that involve movement on a path, ensure that two staff members are placed at the front point and that two people mark the back point, this should be conveyed to the group so the young people know the moving boundary.
 |

**3.1.3: Outdoor: Night Games and Activities**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Preparation | Service users and Staff | * All young people must have practised the ‘check off’ routine several times in the daylight hours. Staff must ensure that the YPs are confident in the procedure.
* Prior to leaving the site, young people must be briefed on appropriate clothing to wear and staff must ensure that this briefing is followed by young people.
* An additional emergency kit must be taken to include extra torches and cyclume lights.
 |
| Fear of dark | Service users and Staff | * If it is known that anyone has a specific fear of the dark, they must be spoken to prior to leaving the site to reassure them of the activities.
* Clear behaviour guidelines must be given including expectations when animals are nearby.
* Any behaviour involving scaring others is unacceptable and must be challenged.
* Staff must be aware of any YP becoming withdrawn or displaying unusual behaviour as this may indicate a real fear of the dark.
 |
| Walking | Service users and Staff | * If necessary place a cyclume light in the hat of the leading staff member and the back staff member.
* Instruct the group that extra care should be taken when walking in the dark.
* On finding an obstacle e.g. log to step over, ensure the message is passed quietly from person to person.
* Prior to solo walks, give clear instructions on boundaries and inform young people of procedures for if they feel lost, concerned, anxious or scared.
* At the end of solo walks, complete the check off procedure immediately.
* In large groups young people should be split into smaller teams and one staff member allocated to each to be responsible for ensuring check off is complete.
 |
| Games | Service users and Staff | * Ensure young people are confident of rules, know the boundaries of the games and are aware of procedures for if they feel lost, concerned, anxious or scared.
* Inform the young people of procedures for starting and finishing the games.
* Ensure each game runs for no longer than 20 mins and at the end of each game ensure the group comes together for the check off procedure.
* A member of staff to be ‘floating’ to ensure behaviour is managed and to work with anyone who is anxious.
 |

**3.1.3: Outdoor: Water based**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Preparation | Service users and  | * Consideration must be made to the weather and water conditions prior to embarking on the activity, if necessary the programme should be changed.
* Prior to leaving the site, young people must be briefed on appropriate clothing to wear and staff must ensure that this briefing is followed by young people.
* Staff must carry additional clothing for young people.
* Ensure ropes are included in the safety pack.
* Unless activity is water based, routes must be planned to avoid water crossings wherever possible.
* All shoes must be tied securely and checked by staff.
* Anyone with open cuts on hands etc should have them covered, if the wound is too big, they should not enter water.
 |
| Bank activities | Service users and Staff | * No one is to enter the water at any point.
* Behavioural expectations must be briefed prior to the activity, this is to include no ‘fooling around’, in or near the water.
 |
| Walks | Service users and Staff | * Clear guidelines and expectations must be briefed to the group prior to the activity.
* All walking must be done in single file.
* Splashing, swimming or shrieking is not allowed under any circumstance.
* Adults are to be evenly distributed amongst the group.
* One adult must lead and another must be the last person.
* One adult must remain on the side as safety.
* If a young person becomes too cold, they must put dry clothing on, but ensure all layers are kept on.
* Non-swimmers or those who are unconfident in water are to be placed in front of a staff member.
* In the event of water crossing, depths and flow should be considered before any attempt is made. If unsure then the route is to be changed or abandoned.
* As soon as possible, the group should change into dry clothes and at the earliest convenience take a shower.
 |

**3.2.1: Sports: Venues**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Indoor | Service users and Staff | * Staff must ensure that the correct checks are made prior to using any venue.
* All staff must ensure that they have followed specific site procedures and sign in as required.
* The group should be instructed on any particular venue and advised on any necessary information e.g. out of bounds areas and equipment, other users, behaviours, fire exits and toilets etc.
* All wall-mounted equipment should be securely fixed to walls; these should not be used unless staff have been cleared to use it by the host venue.
* Any unused gym equipment should be appropriately stored.
* Any out of bounds area should be coned off.
* Benches should not be stacked at any time.
* Any faulty equipment should be reported at once.
* No climbing on equipment is allowed.
* Any spillages should be cleared immediately and then coned off.
* A member of staff should ensure that movement of equipment is done safely and proper lifting methods are adopted.
* All exits should be free from equipment at all times.
* Any games/ activities should be appropriate to the venue being used.
 |
| Outdoor | Service users and Staff | * All outdoor areas must be assessed prior to activity to minimise risk of injury.
* Outdoor areas used for activities/games/sports should be away from roads.
* In inclement weather, any outdoor activity should have a thorough assessment before proceeding.
 |

**3.2.2: Sports: Games**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Team Sports | Service users and Staff | * To avoid arguments ensure teams are not picked by individual group members. A staff member should always divide the group into teams as innovatively and fairly as possible.
* If one team is consistently doing better than the other, then change dynamics by either adding staff members or by changing teams/altering rules
* Maintain boundaries in behaviour at all times.
* Monitor the whole group dynamic and ensure all team members are included in play.
 |
| Individual Games | Service users and Staff | * Ensure that the level of skill required is appropriate to the individual.
* Foster an atmosphere of encouragement for all from the start so that no-one feels isolated or uncomfortable.
* Ensure once people are ‘out’ that they are supervised and encouraged to cheer on others, do not let cliques form or any person to wander off.
 |
| Running/Relay Games |  | * Ensure that there is enough space between teams so that collision is avoided.
* Instruct group on direction of running for each race.
* With invasion games ensure groups are warned of collision and obstacles prior to playing.
 |
| Ball Games |  | * Ensure the ball is appropriate for game/activity.
 |

**3.2.3: Sports: Other**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Rules | Service users and Staff | * Ensure all rules are made clear from the start and that these are strictly adhered to.
* Arguments with the referee/umpire are not allowed and action should be taken if this is persistent.
 |
| Variety | Service users and Staff | * Games and session length should be consistently monitored and activity changed/ adapted to avoid boredom.
 |

**3.3.1: Social: Arts and Crafts**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Preparation | Service users and Staff | * Where possible, the activity should be prepared whilst the group is engaged in other activities.
* Clear areas for equipment and working should be assigned.
* Tables and carpets should be protected according to the activity.
* The giving out of equipment should be monitored.
 |
| Use of solvents | Service users | * Only child friendly glues and pens should be used by young people.
* If stronger substances are needed, then these should only be administered by staff members.
 |
| Use of sharp objects | Service users and Staff | * Only child friendly scissors to be used, if other scissors are needed this should be done by an adult only or a Junior Leader.
* When using scissors and needles, close supervision must be maintained.
* Any needles used must be appropriately stored immediately after use.
* No knives are to be used by a young person, if it is necessary to use knives this must be done by an adult only.
* When not in use these must be stored securely away from the group.
 |
| Use of D.I.Y. Equipment | Service users and Staff | * Operation of electric tools must be carried out by staff only.
* Use of manual tools to be supervised on a one to one basis.
* When not in use these must be locked in storage away from the group e.g. van when camping.
* When in use, the rest of the group, if not involved, must be kept away.
 |
| Finishing activity and clearing up | Service users and Staff | * Ensure that as individuals finish, they are found jobs/roles so as to keep them engaged and so not to disturb others.
 |

**3.3.2: Social: Indoor Games**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Board Games | Service users and Staff | * Using board games, particularly traditional one on one games, need to be monitored for signs of restlessness and irritability. Effective planning according to the group can ensure this does not happen.
* Ensure that the board games are appropriate to the complexity of need for the individuals of the group.
 |
| Observation Games | Service users and Staff | * Staff must be constantly aware of group dynamics throughout.
* Staff must encourage and work through any issues with young people.
* These should not be played for too long, monitor the group and judge your decision accordingly.
* Staff should always have an alternative ready, should the group get frustrated quickly.
* Observation games should not be used as a scheduled activity, it should be part of a range of activities or as a time filler where appropriate.
* Do not allow individuals to mock others or engage in boastful behaviour.
* Encourage the group to seek solutions themselves and not for others to tell them how to do it.
 |
| Parlour Games | Service users and Staff | * If using teams, ensure these are picked fairly, use existing groups where possible.
* Explain rules of each game clearly and ensure that everyone understands.
* Where it is necessary to take turns, ensure this is done fairly and that it is not monopolised by one person.
* Encourage every individual to participate.
 |
| Ball Games | Service users and Staff | * In accommodation, ensure only sponge balls are used.
 |

**3.4.1 Bushcraft activities**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Knives | Service users and Staff | * Clients not to use knives until they have had the safety lesson.
* Knives only to be handed out when individuals are seated in the working area and demonstrating their blood bubble
* Clients encouraged to bring own first Aid kit for small cuts
* Blood bubble to be implemented at all times
* Ensure knives are clipped correctly in sheaths – they click into place
* Where possible tie the cord around blade handle and sheath to avoid knife slipping out in transit
* Never leave a knife lying around on the ground or stuck into something.
* When not in use knives are worn in sheath, on cord, hanging diagonally across body
* No walking around with a knife out of sheath.
* Always cut away from body
* Do not use your leg as a rest - if the knife slips it could go into a main artery.
* If distracted and you need to look away, stop whittling
* Use buddy system when working with YP to reduce the risk of injury and reinforce safety and ensure groups are within clear sight
* In the event of injury remove person from activity if deemed necessary until they are fit to return to activity
* In the event of bad weather that may reduce oversight of knife use, large tarps should be erected to ensure it is monitored effectively. Should bad weather increase the activity must be suspended.
* Activity and working platforms must be set up prior to YP arriving so as to support the blood bubble, allowing for clear oversight of activity
* With larger groups, split teaching accordingly to manage group

effectively* Adjust Staff/YP ratio to suit the needs of the group
* If there are any displays of behaviour or known medical conditions that would endanger or increase risk the YP would need to be removed from the activity or managed on a one to one basis.
 |
| Saws | Service users and Staff | * Service users not to use saws until they have been trained:
* Service users encouraged to bring own first Aid kit for small cuts but full first aid kit on site
* Keep inside saws in a box until required and return immediately after use. All tools should counted before and after use
* Ensure the blades are sharp – keep hands clear of it and ensure cover is on when not in use
* Carry at arm’s length, parallel to ground.
* No gloves should be worn when using the saw
* Safe working space must be maintained
* Ensure your knees are far enough away not be cut by the saw as it gets lower
* When sawing trees with a saw hard hats must be worn in case of falling deadwood
* Make sure you are parallel to what you are cutting and use the whole of the blade to saw. This is important because if your body, the saw, and the wood are not in a straight line the saw is liable to bend and get stuck, making the sawing hard work and hazardous
* If tool gets stuck children should be instructed to request leader’s assistance rather than struggle to release it themselves
* Suitable clothing to be worn for activity with no dangling fabric or jewellery
* Use saw in controlled fashion when working in pairs - children should be seated and need organised (push/pull) motion
* Older children can use on their own, if so the hand bracing the wood should cross over the saw between the saw blade and its handle - this ensures that if the saw slips it will not cut them
* A Laplander is a foldaway saw. To open press safety button on handle, open up blade carefully ensuring it locks open - do not put hands on blade - it is very sharp
* Ensure blade is locked open before use
* Once you have completed sawing tap the blade against a log to remove sawdust from blade – DO NOT try to remove this with your fingers
* Close saw with care - hold handle so fingers do not obstruct closing blade, press safety button with same hand and carefully and slowly close blade with the other, this requires very little pressure. Ensure clothing and body are clear of closing the blade.
* Ensure all children are aware of and practice opening and closing technique
* Use Laplanders for branches too big for Loppers but not big enough to warrant bow saw. If branch is too small the saw will jump about, if too big it will get stuck
* The hand holding the saw should cross under the hand that is bracing the wood
* Children can work in pairs or more - one sawing, others bracing
 |
| Axes | Service users and Staff | * Service users have training on using an Axe as a craft tool.
* Service users encouraged to bring own first Aid kit for small cuts but full first aid kit on site
 |
| Shelter Building | Service users and Staff | * Verbal warning on safety
* Use on dead or lying materials and no cutting live trees or branches
 |
| Tarps and Ropes | Service users and Staff | * Verbal warning on safety
* Clear instruction on safe knots to avoid injury
* Make everyone aware of rope burns
 |
| Fires  | Service users and Staff | * Refer to 1.1.3
 |

**4. Risk assessment – Group Management**

4.1.1 Health and Safety: General Procedures

4.1.2 Health and Safety: Medical

4.1.3 Health and Safety: Vehicles

4.2.1 Group Management: Small groups (under 15 people)

4.2.2 Group Management: Large groups (over 15 people)

4.2.3 Group Management: Group Issues

**4.1.1: Health and Safety: General Procedures**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| Fire Procedures | Service users and Staff | * It is the Group Leader’s responsibility to be aware of the fire procedures at any site visited.
* The fire procedures must be communicated to all staff and service users on arrival and local fire procedures must be followed.
* No member of staff or group should ever put himself or herself into danger to rescue another person.
 |
| Road Crossings/Walking | Service users and Staff Road users | * Road crossings should be avoided whenever possible.
* Roads should only be crossed when staff members are present and groups or individuals are under supervision.
* Clear procedures are in place for crossing roads, all staff must be aware of these procedures and how they are executed.
* Prior to setting off the group leader must ensure each staff member knows their role for the crossing and that everyone is clear on signals to be used.
* Traffic must be completely stopped before any road crossing takes place and crossing should be swift.
* Ensure that all staff are conversant with the Highway Code and understand the dangers associated with roads and traffic.
* When possible groups should be gathered into a ‘blob’ before crossing to assist in the management of the group.
* Once the road is crossed, the group must be taken away from the road immediately.
* When walking at the side of the road, a single file is to be kept at all times whilst on roads and gaps should not form in the line.
* Sufficient space should be given between each member of the group to avoid tripping or falling.
* Group must be monitored at all times to assess behaviours.
* Noise levels must be kept to a minimum when passing private properties.
* Absolute silence must be applied when passing property at night time.
* All participants are to be vigilant at all times when local traffic is probable.
* High visibility jackets are to be worn when on or near roads.
* All participants should move to an appropriate side of tracks in the event of vehicles or other users passing by.
 |
| Checking Off | Service users and Staff  | * Group Leader to explain the purpose and importance of ‘checking off’ and emphasise the responsibility that each person has to take.
* Young people are divided into groups of no more than eight people and asked to line up in a single file.
* Ensure every member of the group understands their role and also knows the name of the person in front and behind them.
* If present, Junior Leaders should be at the back of the line as the last young person.
* Carry out several practices before leaving the site.
* Ensure the procedure is always done quickly, calmly and quietly.
 |
| Child Protection | Service users and Staff | * Ensure that all policies and procedures have been read, understood and that they are followed at all times.
* Ensure that when in public areas, young people do not go off alone and that the staff know of the whereabouts of all young people and each other.
* Ensure group dynamics are being consistently monitored so as to minimise emotional and physical risk to young people.
 |
| Knives/Weapons | Service users and Staff | * Young people are not allowed knives or weapons at any point; this is to be communicated in writing prior to any activity.
* If a knife/weapon is found, this must be confiscated immediately and not returned to the young person.
* For some activities, it is necessary for adults to use knives for cutting string etc, these must be legal, appropriate to venture and secured in an appropriate sheath. It must never be left lying around and when not in use secured in a safe place.
 |
| Returning Young People Home | Service users | * The group leader in consultation with colleagues will make the decision as to whether a young person should go home.
* Returning a young person home should only be done where there is concern for the young person or the group’s welfare, consideration should be given to psychological and emotional factors alongside physical welfare.
* The group leader should inform the on-call contact of the action being carried out.
* The young person should only be returned to the current address known to us and to an adult with responsibility for their care i.e. person on consent form.
* The adult should be called prior to leaving the residential setting to ensure they are informed.
* If, unable to contact the required adult, the relevant project contact should be called to discuss options, these are found in the residential diary.
* The young person MUST never be handed to an unauthorised adult, only the parent/carer or duty team can authorise other people.
* Duty of care to the young person means you must NEVER take their word as to who is a responsible adult for them.
* Travel to the young person’s home must always be done with two adults (over 18) and the young person; this must be either two females or a female and male.
* Consideration must be given to the young person and they must never feel like it is a failure.
* Consideration must be given to how the remaining group is cared for and how they may respond.
 |

**4.1.2: General Procedures: Medical**

|  |  |  |
| --- | --- | --- |
| **Hazard m/Issue** | **Risk of harm to To** | **Control Measure** |
| Consent forms | Service users | * No young person is to participate in activities or residential if they do not have a consent form signed by the adult responsible for them.
* Consent forms must be carried at all times.
* These should have been read and any conditions noted before the residential and all staff to be made aware.
 |
| Existing medical conditions | Service users and Staff | * If there is a serious medical condition then a doctor’s letter should be sought and written guidance in how to deal with the condition.
* All participants should be made aware of specific medical conditions affecting party members where such information needs to be made public for the safety of either the group or the individual concerned.
* If anaphylactic reactions are to be expected then adrenalin pens are to be carried by the group and group members should be trained in administration.
* All relevant medicines are to be carried on ventures and group members trained to recognise signs and symptoms of relevant conditions and how to react should they happen, including administration of medicines.
* Emergency contact and/or evacuation procedure to be in place prior to venture.
* Allergies must be noted and situations avoided where this may be a problem. All food allergies must be known and planned for prior to a residential.
* In case of dietary/medical requirements, e.g. severe allergy, a “clean area” will be maintained with separate preparation utensils, pans, chopping board, washing up utensils etc. This will be highlighted to all staff and service users assisting in food preparation.
 |
| First Aid | Service users and Staff | * First aid can only be administered by a qualified person.
* There must be at least one qualified first aider on each activity/residential, two is preferable.
* First aid guidelines must be followed at all times- these would be outlined to the qualified first aider.
* Emergency help, when needed, should be sought immediately.
* Should an emergency contact be made an Employee or staff member should accompany an injured YP to hospital and then the remainder of the group needs to be effectively managed.
 |
| Medicines | Service users | * All medicines/tablets to be held by one member of staff, this person will be responsible for ensuring the young person takes medicine on the right schedules. Where possible this will be led by the service users pastoral lead.
* All medicines etc to be kept in a safe, secured tin which will have a coded padlock. This will be stored in an easily accessible place away from the young people.
* When administering medication, staff are to bring the medication from their room into the open living space and give it to the YP discretely from the rest of the group but within view of other staff members.
* The first aid kit to be kept in an accessible place, which cannot be reached by the young people.
* Painkillers are a last resort and can only be given if permission is granted on the consent for. Where possible use other remedies e.g. headaches could be due to dehydration so increase the fluid intake of the individual.
 |
| Conditions due to weather/exercise | Service users and Staff | * Fluid intake should be kept high in all weathers, young people must be reminded and encouraged to drink on a regular basis. This should be monitored.
* Ensure all staff and young people wear the right clothing at all times, if in doubt about weather always prepare for the worst.
* First Aiders must be confident in recognising signs/symptoms for hypothermia, sunstroke and heat stroke. They must be aware of steps to take to prevent these and in how to treat these.
* When doing strenuous activity, breaks should be given to take on fluid.
 |

**4.1.3: General Procedures: Vehicles**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm tolHa** | **Control Measure** |
| Driving Vehicles | Service users and Staff Other road users | * All driving licences must be seen and noted prior to driving a vehicle.
* Minibus drivers must hold relevant MIDAS qualification.
* Any endorsements of licenses must be reported immediately.
* Insurance on company vehicles is the responsibility of Embers.
* The appropriate insurance level must be in place on personal vehicles before driving young people around.
* All drivers must follow the highway code.
* All appropriate documentation must be on the vehicles at all times.
* Drivers must be responsible for themselves and their levels of tiredness. If necessary they must alternate driving whenever required.
* A driver's support should be sat with the driver to ensure that they are safe and focused.
 |
| Vehicle Maintenance | Service users and Staff Other road users | * It is the responsibility of the driver to ensure all vehicle checks are made prior to setting off through the use of vehicle check sheets
* All drivers must be aware of all policies regarding vehicles driven.
* A record of important times such as MOTs, Insurance, Tax and Services for vehicles is to be displayed prominently in office to keep up to date with them.
* All fluid checks should be done at regular intervals and especially prior to any long journeys.
* Any damages to vehicles should be reported and seen to as soon as possible. If damage is such that it presents an issue of safety then the vehicle is not to be used.
* Lights should be checked at regular intervals to be sure of their working order.
* All seatbelts must be checked regularly.
* Drivers must ensure that appropriate roadside assistance (RAC) is in place prior to any journey.
* If there is any concern with the safety of any vehicle then it should not be used until concern is addressed.
 |
| Vehicle Loading | Service users and Staff Other road users | * The minibuses or vans should not exceed the number of people allowed. Each person should have access to a seat belt.
* Any accident occurring due to vehicle loading must be assessed immediately.
* Vehicles are not to be overloaded under any circumstance.
* All packing of vehicles should be done with care so as to distribute weight and to prevent dislodgement during transit.
* All manual loading of vehicles must be done with care and appropriate lifting techniques adopted.
* No vehicle should be loaded that will prevent clear visibility whilst driving.
* Exits should not be blocked.
 |
| Breakdowns | Service users and Staff Other road users | * Roadside/Emergency assistance must be contacted immediately to resolve the situation.
* Any service users/staff on vehicles should be removed from the vehicle and gathered in a safe place well away from the road and the vehicle.
* Groups must be monitored and kept in a safe location throughout the entire incident.
* An emergency breakdown kit should be kept on board vehicles and used when needed.
* A second, spare set of vehicle keys should be located with a designated staff member on the residential.
 |
| Accidents | Service users and Staff Other road users | * If the accident is minor then keep service users on the vehicle if it is safe to do so and you will be moving away. If not, remove all persons to a safe location and supervise at all times. Keep the group seated so as to manage effectively.
* In all circumstances control communications with parents or carers.
* Contact police immediately and report the incident, however minor.
* If the accident is serious remove those capable of moving to a safe location and supervise at all times.
* Qualified First aiders should deal with casualties until the emergency services arrive but ensure that the remainder of the group is supervised.
* High visibility jackets are located in the emergency breakdown kit on board at all times and should be worn when necessary.
* At least one member of staff should accompany any injured young person/staff member to hospital and remain with them until parent /carer or next of kin arrives.
* If a vehicle is hired or borrowed from an external then relevant people should be contacted and informed of the incident.
* In the event of an accident it is imperative that the driver does not enter into disputes of any kind and must regard his or her passengers with a sense of priority and ensure their safety at all times.
* Drivers are to be aware of local surroundings and animals crossing. Speed limits must be adhered to.
 |
| Transporting young people | Service users and Staff Other road users | * Only MIDAS qualified drivers can transport service users in minibuses.
* At least two adults should be on the bus, this can include the driver. However the ratio will depend on the group size and attitude.
* Clear behaviour expectations and notification of hazards e.g. low roof must be given prior to getting on the bus.
* Service users and staff must be seated at all times and wearing their seatbelts.
* Windows can be opened but arms etc are not to be outside of the window when driving.
* Distractions to the driver should be kept to a minimum.
* Staff should be vigilant to passenger behaviours and advise the driver immediately should an incident start escalating.
* If necessary the driver should pull over to a safe area and issues should be resolved whilst stationary. Under no circumstance should a journey continue if there is a risk of harm to any person on the vehicle.
* Any travel medication should be taken prior to departure.
* If a person is physically ill, then the driver should stop in a safe place and allow the person to get out of the vehicle supervised.
* On long journeys, comfort breaks must be given and close supervision must be maintained in public areas.
* Ensure there are activities provided for the young people e.g. songs and observation games.
 |

**4.2.1: Group Management: Small Groups (under 15 people**)

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm toHa** | **Control Measure** |
| Organisation of | Service users and Staff | * Any groups designated as a vulnerable group will hold a staff to young people ratio of 1:3.
* Assessment should be made prior to residential as to suitable group splits
* Any very challenging young people should be assigned an adult to work closely with them and take responsibility for managing their behaviour.
* The group leader and where possible one other person should be free to manage general group behaviour.
* Group to be observed at all times by an identified member of staff who is removed from specific task.
* Staff to inform group leaders when they are leaving the group.
 |
| Building relationships | Young PeopleStaff | * Each staff member must take responsibility to learn all the names within the group within the first hour of a residential.
* Ensure high expectations are given on behaviour and these are consistently followed.
* Encourage and motivate all the young people to get involved.
 |

**4.2.2: Group Management: Large groups (over 15 people)**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to l Ha** | **Control Measure** |
| Organisation of | Service users and Staff | * Established or mainstream groups staff ratio to young people should be 1:5 where possible and 1:8 at the very least.
* The group should be split into smaller groups, the size of these should be decided, where possible, beforehand. Group makeup should be fair and appropriate.
* Any very challenging young people should be assigned an adult to work closely with them and take responsibility for managing their behaviour.
* The group leader and an assistant should be free to manage general group behaviour.
 |
| Building relationships | Service users and Staff | * Each staff member must take responsibility to learn all the names within the group within the first hour of a residential.
* Ensure high expectations are given on behaviour and these are consistently followed.
* Encourage and motivate all the young people to get involved.
 |

**4.2.3: Group Management: Group Issues**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to a** | **Control Measure** |
| Challenging Behaviour | Service users and Staff Others | * All staff must be confident in dealing with challenging behaviour and attend training when required.
* Staff must challenge inappropriate behaviour when it happens. This must be done fairly and applied consistently.
* If a young person is being challenging ensure that all other young people are moved away and are kept engaged.
* Two members of staff should always deal with particularly challenging behaviour.
 |
| Aggressive/Dangerous behaviour | Service users and Staff Others | * Effective programme and group management will in most circumstances eliminate this behaviour.
* Staff must ensure the safety of the group at all times, if a young person is being aggressive or engaging in dangerous behaviour the group must be moved well away and kept engaged.
* No staff member must place themselves in danger or harm, however this needs to be considered against the needs of the young person. Ensure policies and procedures for dealing with this behaviour have been read and understood.
* Ensure that a removal process is planned in advance with the commissioning agent so that if a young person is deemed to be a risk to himself and others, and no agreeable solution can be reached, the young person can be swiftly and safely removed.
 |
| Smoking | Service users and Staff  | * Ensure policies and procedures have been read and understood with regards to smoking.
* Smoking must be carried out in a designated area, away from the rest of the group and in a safe area.
* All cigarette ends must be disposed of safely e.g. a used can.
 |
| Soiling | Service users | * Follow guidelines in 1.3.2 or 2.2.1
* Any handling of soiled sleeping bags must be done with protective gloves.
* Rinsing must be carried out under a shower unit away from young people, where possible use a staff bathroom.
* The feelings of the young person must be protected so do not draw attention to the situation.
 |

**5. Risk assessment - Medical**

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to o** | **Control Measure** |
| Consent forms | Service users | * No Young Person is to participate in activities or residential if they do not have a consent form signed by the adult responsible for them.
* Consent forms must be carried at all times.
* These should have been read and any conditions noted before the residential and all staff to be made aware.
 |
| Existing Medical conditions | Service users | * If there is a serious medical condition then a doctor’s letter should be sought and written guidance in how to deal with the condition.
* All participants should be made aware of specific medical conditions affecting a party member where such information needs to be made public for the safety of either the group or the individual concerned.
* If anaphylactic reactions are to be expected then adrenalin pens are to be carried by the group and group members should be trained in administration.
* All relevant medicines are to be carried on ventures and group members trained to recognise signs and symptoms of relevant conditions and how to react should they happen, including administration of medicines.
* Emergency contact and/or evacuation procedure to be in place prior to venture.
* Allergies must be noted and situations avoided where this may be a problem. All food allergies must be known and planned for prior to a residential.
* In case of dietary/medical requirements, e.g. severe allergy, a “clean area” will be maintained with separate preparation utensils, pans, chopping board, washing up utensils etc. This will be highlighted to all staff and young people assisting in food preparation.
 |
| First Aid | Service users and Staff | * First aid can only be administered by a qualified person.
* There must be at least one qualified first aider on each activity/residential, two is preferable
* First aid guidelines must be followed at all times – these would be outlined to the qualified first aider. All first aiders are listed with operations and finance manager.
* Emergency help, when needed, should be sought immediately.
* Should emergency contact be made and an Employee or staff member accompany an injured young person to hospital then the remainder of the group needs to be effectively managed.
* In the event of pastoral care for group then agreement for first aid duties needed to be clarified and clear so group can be managed effectively after any incident
 |
| Medicines | Service users and Staff | * All medicines/tablets to be held by one member of staff, this person will be responsible for ensuring the young person takes medication on the right schedules. Where possible this should be the service user’s pastoral lead.
* All medicines etc to be kept safe in a locked tin. This tin is to be stored in the member of staff’s bedroom/tent.
* When administering medication, staff are to bring the medication from their rooms/tent into the open living space and give it to the young person discretely from the rest of the group but within view of other staff members.
* The first aid kit to be kept in a known location, accessible for all staff but away from young people.
* Pain killers are to be used as a last resort and can only be given to young people if permission is granted on the consent form. Where possible use other remedies e.g. headaches could be due to dehydration so increase the fluid intake of the individual.
 |
| Conditions due to weather/exercise | Service users and Staff | * Fluid intake should be kept high in all weathers, young people must be reminded and encouraged to drink on a regular basis. This should be monitored.
* Ensure all staff and young people wear the right clothing at all times, if in doubt about weather always prepare for the worst.
* First aiders must be confident in recognising signs/symptoms for hypothermia, sunstroke and heat stroke. They must be aware of steps to take to prevent these and how to treat these.
* When doing strenuous activity, breaks should be given to take on fluid.
 |

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Risk of harm to** | **Control Measure** |
| First Aid | Service users and Staff | * First aid must be administered by a qualified person only.
* There must be at least one qualified first aider on each activity/residential, two is preferable
* First aid guidelines must be followed at all times – these would be outlined to the qualified first aider.
* All first aiders are listed with the operations manager.
* Emergency help, when needed, should be sought immediately.
* All staff should be aware of the address and postcode of the site in which they are working in order to be able to direct emergency services if needed.
* Should emergency contact be made and an Employee or staff member accompany an injured young person to hospital then the remainder of the group needs to be effectively managed.
 |
| Consent/Medical Forms | Service users and Staff | * No person is to participate in activities or course if they do not have a consent or medical form
* Consent forms must be carried at all times should activities be off site
* Staff should have read and be aware of any conditions before the course
 |
| Drugs and Alcohol | Service users and Staff | * Strict no recreational drugs or alcohol to be taken during working hours of courses
* Verbal warning
 |
| Fitness | Service users and Staff | * Ensure staff are aware of each other’s level of fitness and are able to gauge and monitor fitness of students and adapt exercise accordingly
* Monitor all student activity in line with medical forms
 |
| Medicines | Service users and Staff | * All medicines/tablets to be held by one member of staff, this person will be responsible for ensuring the young person takes medication on the right schedules.
* Appropriate paperwork is to completed during the period of administration
* All medicines and paperwork are to be kept safe in a locked tin.
* When administering medication, staff are to bring the medication from their rooms/tent into the open living space and give it to the young person discretely from the rest of the group but within view of other staff members.
* The first aid kit to be kept in a known location, accessible for all staff but away from young people and kept locked by coded padlock.
* Pain killers are to be used as a last resort and can only be given to young people if permission is granted on the consent form. Where possible use other remedies e.g. headaches could be due to dehydration so increase the fluid intake of the individual.
 |
| Ticks and lyme disease | Service users and Staff | * Lecture on possible hazard
* Lecture on causes and effects of disease and measures to minimise risk
 |
| Allergies | Service users and Staff | * All medical forms to be reviewed and staff aware of allergies and risks
* Be aware of any clients with epi-pens
 |
| Dangerous Plants and Fungi | Service users and Staff | * Regular surveys by staff to assess potential hazards. Verbal warning to students not to touch or eat anything unless advised as to safety
* Instruction in identification and uses by qualified person only
 |
| Insect bites and stings | Service users and Staff | * Verbal Warning at introduction and procedures if ticks found. Written potentials to be handed to all at the end of stay.
 |
| Medical issues/conditions | Service users and Staff | * Medical forms to be filled in by all staff and students.
* Staff to be first aid trained.
* Emergency procedure written and available.
* Discuss any potential high risks highlighted in the forms with the individual(s) and make provisions.
* Ensure all staff are aware of any student or additional staff medical condition, ensure any relevant medications are on hand
 |
| Existing Medical Conditions | Service users and Staff | * If there is a serious medical condition then a doctor’s letter should be sought and written guidance in how to deal with the condition.
* All participants should be made aware of specific medical conditions affecting a party member where such information needs to be made public for the safety of either the group or the individual concerned.
* If anaphylactic reactions are to be expected then adrenalin pens are to be carried by the group and group members must be trained in administration.
* All relevant medicines are to be carried on ventures and group members trained to recognise signs and symptoms of relevant conditions and how to react should they happen, including administration of medicines.
* Emergency contact and/or evacuation procedure to be in place prior to venture.
* Allergies must be noted and situations avoided where this may be a problem. All food allergies must be known and planned for prior to a residential.
* Catering needs to be appropriate to any known allergies
* In case of dietary/medical requirements, e.g. severe allergy, a “clean area” will be maintained with separate preparation utensils, pans, chopping board, washing up utensils etc. This will be highlighted to all staff and young people assisting in food preparation.
 |
| Conditions due to weather/exercise | Service users and Staff | * Fluid intake should be kept high in all weathers, everyone must be reminded and encouraged to drink on a regular basis. This should be monitored.
* Ensure everyone is wearing correct clothing at all times, if in doubt about weather always prepare for the worst.
* First aiders must be confident in recognising signs/symptoms for hypothermia, sunstroke and heat stroke. They must be aware of steps to take to prevent these and how to treat these.
* When doing strenuous activity, breaks should be given to take on fluid.
 |
| Accidents General | Service users and Staff | * Ensure accident book is used for every incident
 |
| Neck and back injury | Service users and Staff | * Ensure everyone is aware of potential dangers and specific areas of danger are pointed out
* Monitor condition of site, ensure qualified first aider is on site and routes for emergency services are clear and known to all
 |
| Dehydratiion | Service users and Staff | * Drinking water is always available on site.
* Verbal Warning should be given
 |
| Breaks and fractures | Service users and Staff | * Ensure everyone is aware of potential dangers, specific areas of danger are pointed out.
* First aid kit is kept on hand and position known
* Monitor condition of site, ensure qualified first aider is on site and routes for emergency services are clear and known to all
 |
| Head injury | Service users and Staff | * Ensure everyone is aware of potential dangers, specific areas of danger are pointed out.
* First aid kit is kept on hand and position known
* Monitor condition of site, ensure qualified first aider is on site and routes for emergency services are clear and known to all
 |
| Sprains and Strains | Service users and Staff | * Ensure everyone is aware of potential dangers and specific areas of danger on site are pointed out.
* First aid kit is kept on hand and position known
* Monitor condition of site, ensure qualified first aider is on site.
* Students and staff monitored
 |
| Cuts and grazes | Service users and Staff | * Medical forms to be filled in by all staff and service users.
* If individuals not received up to date tetanus injections they will be advised to do so.
* Ensure everyone is aware of potential dangers and specific areas of danger are pointed out. Safe use of cutting tools is shown and monitored. First aid kit is kept on hand and position known
* Monitor condition of site and use of cutting tools, ensure qualified first aider is on site.
* Students advised to carry small first aid kit
 |
| Major bleeding | Service users and Staff | * Ensure everyone is aware of potential dangers, specific areas of danger are pointed out. Safe use of cutting tools is shown and monitored. First aid kit is kept on hand and position known
* Monitor condition of site and use of cutting tools, ensure qualified first aider is on site and routes for emergency services are clear and known to all
 |
| Smoke Inhalation | Service users and Staff | * DO NOT SIT IN THE SMOKE - observe wind direction and keep the smoky side of the fire clear.
* Ensure there is clear ventilation
* Do not use green wood for fire as it gives off creosote (pollution) and the smoke is very bad for the lungs and eyes.
* Rhododendron will also release cyanide gases
 |