**RISK ASSESSMENT - Generic Duke of Edinburgh’s Award Expeditions Vers 1 Dec18**

**Intended for use by The City of Edinburgh Council groups**

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| Department | Communities and Families | Unit/Section | <Write the name of your unit, section, school or establishment here> |
| Date of assessment | <This is the date that you produced/updated the risk assessment> | Assessor(s) | <Person/s who updated this risk assessment for a specific excursion. It is helpful to include brief details of any qualifications they hold or experience they have in the activity> |
| What is the activity? | Generic DofE Expedition  <Add more detail where appropriate> | Where is the activity carried out? | <Updated with excursion details (including copies of maps and/or grid references as appropriate)> |

**Groups are expected to add controls in the fourth column and new rows where appropriate.** This ensures it is adapted to meet specific contexts and needs.

Group Leaders must make reasonable attempts to know individuals’ needs linked to this activity and plan any reasonable adjustments and controls. This must include any medication and treatment needs.

Near misses MUST be reported to staff as per establishment and Council guidance.

Group Leaders must also use the **Water Provision** risk assessment and guidance notes.

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?**  Group Leaders or other relevant personnel must insert any additional actions/controls in this column. These will be unique to individual excursions/expeditions. | **Action by whom?** | **Action by when?** | **Done** |
| Weather extremes, prolonged exposure to weather and significant changes in weather. | Participants, supervisors and assessors  Risk of hypothermia, due to cold, wet and/or windy weather  Heat exhaustion; sunstroke; sunburn in warm conditions.  Injury due to lightning strike.  Injury due to slips/falls, especially if rocks/grass are wet. | Participant teams undertaken pre-expedition training in these areas and are aware of items such as:  -Trained in hypothermia symptoms and how to treat.  -Trained in symptoms and how to treat.  -Trained in where and where not to be when lightning is imminent.  -Trained in incident management if a participant is seriously injured.  Adequate clothing is available (sun hat, long sleeved top, rain coats), consider sun tan lotion, check if sufficient water is available (see Water Provision risk assessment and guidance notes).  Check boots with good grip to be worn.  Appropriate sleeping provision – sleeping bags are appropriate to the weather conditions. Checked prior to departure.  Tents of suitable quality to minimise impact of significant wind and rain.  Adjustments to route planning linked to weather e.g. more breaks in hot weather. Completed prior and during expedition. Checked by supervisors as appropriate at rendezvous points. | Check weather forecasts and local weather reports prior to trip.  Carry appropriate emergency equipment (first aid kit, shelter – either individual bivi bags or group shelter, torches, flasks). Confirm equipment:  .  Confirm any additional clothing and kit requirements: |  |  |  |
| Getting lost. | Participants and supervisors.  Injury dues to exposure or entering inappropriate locations.  Illness due to individual needs. | Planning stage – training includes significant navigation work. Competency checked by supervisors. Activity is matched to participants’ needs and abilities.  Route, escape route and alternative routes known by participants, supervisors, home base contacts and other appropriate persons.  Expected departure and arrival times known.  Effective remote supervision matched to participants’ needs, terrain and DofE levels. Appropriate rendezvous points planned and changed as required. These are linked to potential risk points. Supervision adjusted by supervisors where appropriate.  Under normal circumstances, participants will not journey and navigate alone.  Competent supervisors supported via appropriate training. | Additional navigation controls: |  |  |  |
| Steep, broken terrain, slippery rock or grass, muddy or loose paths. | Participants and supervisors.  Possibility of injury due to slips, stumbles or falls in ascent/descent.  Risk of injury due to stone fall, either natural or caused or others. | Route chosen at the planning stage and is appropriate to participants and supervisors’ abilities, equipment and prevailing conditions and that the participants are aware of any elements of risk.  Participants aware via planning stage of changes in topography and conditions.  Supervisors plan appropriate rendezvous points via map (remote supervision) linked to route, DofE stages and needs of the group.  Effective remote supervision communication with participants.  Supervisors know physical and medical needs via Key Information and Consent (KIC) forms. Dealt with sensitively and appropriately when supporting route planning.  Escape routes identified at the planning stage – known by participants, supervisors and home base contact/s / other relevant persons.  Alternative routes are identified so the group can respond to changes in conditions. known by participants / supervisors and communicated to home base contacts and  Routes and expected departure and arrival times known by home base contact/s and other appropriate persons linked to context of expedition.  Ensure suitable footwear is worn.  Have an awareness of mobile signal provision.  Plan methods of communication e.g. via rendezvous points and expected arrival times via known routes.  Rucksacks checked in the planning stage, prior to departure and during the expedition by participants and supervisors – weight and quality of kit. Ensures stability when walking. | Routes and expected departure and arrival times known by home base contact/s and other appropriate persons:  Additional remote supervision arrangements: |  |  |  |
| Unsuitable location for camping. | Participants and supervisors.  Drowning via floodwater.  Injury from falling trees or branches.  Negative interaction with public. | Suitable camping arrangements (or other sleeping arrangements) confirmed via the planning stage.  Plan for relatively flat locations; avoiding flood plains and other areas at risk of significant or localised flooding; and places that can be affected by falling trees or branches.  Effective supervision plans in place – remote or direct supervision depending on the level of DofE.  Report near misses so future groups can learn from the past.  Clean water provision considered and checked (see Water Provision risk assessment).  Normally at least two participants per tent. | Additional sleeping arrangements/controls: |  |  |  |
| Hot stoves, flammable materials. | Participants (and supervisors if using stoves).  Not taking care when changing cylinders or refilling stoves can cause flare ups.  Knocking over stoves can cause burns and/or fires.  Spilling hot liquids & items can cause burn. | Participants are trained pre-expedition on how to cook safely and how to treat burns. Competency assessed by supervisors.  Participants and supervisors follow guidance provided by stove manufacturers.  Stoves must be refilled a safe distance away from other stoves that are in use.  No stoves in or close to tents.  Stove placed on flat ground.  First aid kit available. | Types of stoves to be used and any additional controls: |  |  |  |
| Food poisoning. | Participants and supervisors.  Sickness, diarrhoea and dehydration. | Pre-expedition training on effective hygiene. Appropriate kit confirmed and carried.  Pre-expedition training on cooking, ensuring all food is cooked.  Menus checked and confirmed at the planning stage. Food cooked as per instructions on packets/containers.  Clean water used to wash containers (see Water Provision risk assessment and guidance notes).  Hand gel used before, during and after cooking. | Appropriate kit confirmed: |  |  |  |
| Lack of clean water for drinking, cooking and cleaning. | Participants and supervisors.  Sickness, diarrhoea and dehydration. | Supervisors **MUST** utilise and complete the Council’s Water Provision risk assessment and guidance notes. This will ensure sufficient clean water is available for the expedition.  **Expeditions will not be approved unless the Water Provision risk assessment has been completed and the technical adviser is satisfied that water provision is appropriate and well planned.** | See Water Provision risk assessment.  An adapted Water Provision risk assessment must accompany this risk assessment. |  |  |  |
| Water hazards such as burns, rivers, and marshy ground.  . | Participants and supervisors  Streams in spate may result in lengthy detours leading to risk of exhaustion and hypothermia.  Possibility of slipping or falling into water resulting in immersion hypothermia.  Risk of drowning.  Risk of physical trauma.  Reservoirs/Lochs. Risk of drowning if participants go swimming. Supervisors do not have lifesaving qualifications. | Participants have been instructed on the danger of fast flowing streams and are to avoid crossing them. Routes, alternative routes and escape routes identified and hazards checked at the planning stage.  Streams which are candidates for being in spate have been identified during route planning and appropriate avoiding action determined.  Effective remote and direct supervision planned by supervisors to minimise risks.  Clear code of conduct shared with participants regarding water. No swimming in water unless this is a pre-planned activity, supervised by competent persons, identified in the EX approval form and approved by a technical adviser, risk assessed, and lifeguards available. | [If required, insert any additional controls] |  |  |  |
| Ticks. | Participants and supervisors.  Risk of contracting Lyme’s Disease if bitten by an infected tick. | Training on being aware of the signs & symptoms of Lyme’s Disease has been given. Also, advice on suitable clothing and removal techniques has been given.    All 1st aid kits have a tick removal weapon | [If required, insert any additional controls] |  |  |  |
| Walking on roads. | Participants and supervisors.  Accidents can occur when walking on roads, in particular at bends and when crossing. Risk of major injury/being killed. | Team members have been instructed on how to walk & cross on roads safely.  Always walk on the side of on-coming traffic, unless it is not safe to do so.  Consider using hi-visibility vests when walking on roads and using lights if it is dark or in conditions of poor visibility. | [If required, insert any additional controls] |  |  |  |
| Unused boots. | Participants and supervisors.  Badly fitting boots can cause blisters. | Participants are aware that boots must be well worn in before wearing them for the expedition.  Blister kits carried. | [If required, insert any additional controls] |  |  |  |
| Cattle/Horses etc. | Participants and supervisors.  Large animals can be dangerous under certain conditions – most likely after they have given birth and are defending their young. | Participants and supervisors aware of the dangers and should avoid wherever possible, identify escape routes and be particularly aware if there are calves present. | [If required, insert any additional controls] |  |  |  |
| Negative behaviours from members of the public. | Participants and supervisors.  Physical or verbal abuse. | Effective remote supervision procedures in place, including communication arrangements with supervisors.  Near misses reported to identify any known issues e.g. previous issues with landowners.  Scenarios discussed with participants. Actions and responses discussed.  Groups stay together. Nobody left alone. | [If required, insert any additional controls]  Any additional information about remote supervision: |  |  |  |
| Participant and supervisors’ needs unknown. | Participants and supervisors.  Illness or injury linked to individual persons. | Reasonable attempts made by supervising staff to know and plan for individual needs, resulting in reasonable adjustments any individual needs. Includes information captured via KIC participant and KIC adult forms.  Should be completed at the planning stage, allowing sufficient time to make reasonable adjustments and consult with external persons.  Planning stage: supervising staff incorporate individual needs sensitively and appropriately. Participants aware as appropriate and in partnership with the individual and parents.  Medical provision is planned. Checks are made prior to departure. Clear roles and responsibilities identified.  Participants and supervisors with significant needs have an individual risk assessment. The need for an individual risk assessment is decided upon by consulting Heads of Establishments, external agencies and the Sport and Outdoor Learning Unit.  Planning stage: expedition monitoring checks agreed via a supervision plan. | Additional reasonable adjustments: |  |  |  |

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| Manager’s name | <Name of the person with overall responsibility for activities in your setting. It can your Head of Establishment, Business Manager, Excursions Co-ordinator – normally a member of the Senior Leadership Team.> | Signature | <The manager is signing to say the risk assessment is approved and has been shared with appropriate persons.> |
| Date | <Insert date> | Assessment review date | < Identifies when you plan to review the risk assessment. It can be either a set date or a trigger event (eg after a significant occurrence/near miss) or you could decide to state something like ‘before the next trip to this venue’ or ‘immediately after/before the next time this activity is undertaken’.> |

**Are other specific risk assessments required?**

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| Asbestos |  | Control of Substances Hazardous to Health |  | Display Screen Equipment |  |
| Electricity |  | Fire Safety |  | Lone Working |  |
| Manual Handling |  | New and Expectant Mothers |  | Noise |  |
| Personal Protective Equipment |  | Stress Management |  | Vibration |  |
| Work Equipment |  | Workplace Health, Safety and Welfare |  | Working at Height |  |