**RISK ASSESSMENT**

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

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| Department | Communities and Families | Unit/Section | Schools and Lifelong Learning  Write the name of your unit, section, school or establishment here. |
| Date of assessment | Updated 19/07/18  Version 2 | Assessor(s) | Original version: Andrew Bradshaw, Fraser Robertson, Cliff Smith (Outdoor Learning Team) and Neil Birch (FOTA). Enquiries via [excursions@edinburgh.gov.uk](mailto:excursions@edinburgh.gov.uk)  Updated version: the name of the 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? | Excursion/Expedition: water used for drinking, cooking and washing. | Where is the activity carried out? | Various outdoor locations used for excursions/expeditions.  Updated version: to be updated with excursion details (including copies of maps and/or grid references as appropriate) |

**Ensure you read the accompanying guidance sheet.** Treated clean water = tap water and bottled water

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?**  The actions below are essential minimum Council requirements. | **What further action is necessary?** Group Leaders or other relevant personnel must insert/ammend any additional actions/controls in this column. These will be unique to individual excursions/expeditions. | **Action by whom?** | **Action by when?** | **Done** |
| **Use of poor quality water.**  **Restricted access to water.** | All participants.  Families members on return from excursion/ expedition.  **Use of poor quality water:**  Sickness and diarrhoea.  **Restricted access to water:**  Dehydration.  Heat exhaustion.  Heat stroke. | Staff **updated** with good practice: Group Leader attended CEC Group Leader training (within 3 years). eUpdates via registered Excursions Coordinators. | <If applicable, include any additional actions or details relevant to specific excursions or expeditions>. |  |  |  |
| **Estimated** water requirements (planning). **Variables** considered: needs of all participants, weather, terrain, activities, locations/remoteness, mode/s of transport and access to treated clean water. | **Revise** (during expedition). |  |  |  |
| Carrying enough water for duration of expedition. | If not possible, what is the plan?   * Buy additional water on route. * Access treated water e.g. public building. * Use a pre-placed water dump. |  |  |  |
| In urban or non-remote lowland environments (areas of intensive forestry, agriculture, industry and human habitation), water **must** come from a **treated clean** water source. | <Ensure location and description are included in the EX form>. |  |  |  |
| Leaders and participants **will** have access to **emergency** treated clean water (i.e. a plan B) e.g. carrying it, back up driver, alternative source nearby. Volume reflects **variables**. | <State the volume here>. |  |  |  |
| Use of untreated water and **approved** purification methods **only** permitted in the **most remote** areas **and** **where the CEC conditions apply**. **Competent** supervisory adults and participants only.  Leaders **must** consult guidance notes for approved purification methods, CEC conditions and definitions of competency. | <If applicable, insert any additional **location** information unique to your expedition>.  <If applicable, state how untreated water will be made safe and insert chosen method/s (choose from guidance notes)>.  <Detail the Group Leader or other competent person’s experience and/or training>.  <Detail the training given and/or planned for participants prior to the expedition>. |  |  |  |
| Cross contamination **minimised**:   1. **Clean** containers and bottles (not washed in untreated water). 2. Hands **washed** before and after eating, drinking and washing (soap and running water better than wipes/sanitisers). 3. **Competent** participants, including **appropriate** age and ability. 4. **Appropriate training** for all participants – prior to departure. 5. **Direct supervision** by **competent** adults and group leaders where necessary. | <If applicable, insert any additional measures or details to minimise the risk of cross-contamination for specific expeditions>. |  |  |  |

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| <insert any additional lines linked to specific excursions> |  |  |  |  |  |  |
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| Manager’s name | <The name of the person with overall responsibility for activities in your setting. It maybe 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 |  |