

**DERBYSHIRE COUNTY COUNCIL
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS
CHILDREN & YOUNGER ADULTS (CAYA)**



GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

Expeditions (including Duke of Edinburgh's Award Expeditions)

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	16/10/13	Date of Issue	1 January 2014
--------------------	----------	---------------	----------------

Assessment carried out by

Heather Staple

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2014	Don Smith	14/11/14	Y	
Nov/Dec 2015	Heather Staple	15.3.16	Y	
Nov/Dec 2016	Heather Staple	4.1.17	Y	
Nov/Dec 2016	Paul Vardy	2.2.17	Y	
Dec 2017	Heather Staple	7.12.17	Y	

Affected persons:

Young People/Clients

Staff

Visitors

Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

Ian Price

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p>Slips, trips and falls.</p> <p>Falls associated with steep or rocky ground.</p> <p>Safeguarding.</p>	<ul style="list-style-type: none"> All groups to wear appropriate footwear and clothing. Groups will receive briefing on specific problems such as stiles and any other identified hazards. If accompanied, the groups will be supervised at these points, as necessary. Basic first aid training to be undertaken by unaccompanied group Supervisor to be First Aid qualified and take First Aid Kit Groups will receive briefing on specific problems such as steep ground, quarries, mineshafts or any other identified hazard. When appropriate a briefing re: awareness of members of the public and other users of the countryside. All groups to follow safeguarding guidelines. On unaccompanied journeys, group to be briefed on contact details, emergency procedure and 'late back' procedures. Check points or contact arrangements to be established. 	✓	Instructor leading the group	<p>Additional control measures for groups that are being remotely supervised ie; where staff are not with the group at all times. These include:</p> <ul style="list-style-type: none"> Group to be fully briefed and/or trained in appropriate skills Behaviour expectations made clear for both travelling and campsite Route details, medical info, contact details etc held by both group and Supervisor Emergency procedure communicated and group clear about what they should do in the event of a problem Supervision plan in place Supervisor to remain in vicinity and on call, group to carry own first aid and emergency equipment. <p>All groups should be supervised/led by a member of staff with appropriate qualifications/experience.</p> <p>If it is a Duke of Edinburgh's Award activity then it must meet the requirements of the DofE programme and the DofE Licensed Organisation's requirements.</p>		

<p>Becoming lost or significantly off route.</p>	<ul style="list-style-type: none"> • Unaccompanied groups to have received appropriate navigation training relevant to their journey. • Young people briefed to stay together and not to deviate from planned routes, to return to route ASAP if they should become misplaced and to notify Supervisor as instructed. 					
<p>Drowning.</p>	<ul style="list-style-type: none"> • Groups to be briefed on any known water hazards on route along with the possibility of streams being in spate. • Groups to be made aware that they should always look for a safe crossing point and not cross where it is unsafe to do so. 					
<p>Infection from waterborne /countryside pathogens.</p>	<ul style="list-style-type: none"> • Briefing on Weil's disease if appropriate. • Awareness of hygiene in particular when walking/camping in farmland /animals fields • If in remote country, group to be briefed on safe places to collect water and toileting arrangements 					
<p>Weather and environmental hazards.</p>	<ul style="list-style-type: none"> • Weather forecast obtained and previous conditions taken into account. • Escape routes considered for all high level routes • Foul weather alternatives planned for high level routes or where weather could affect activity, group briefed on when to use these and communication of change. 					

<p>Traffic, cycles or horses</p>	<ul style="list-style-type: none"> • Activity adapted or aborted where appropriate. • Ongoing risk assessment at start and during activity – weather conditions continually monitored • Equipment/clothing lists sent to groups. • Individuals' kit checked before departure to ensure adequate protective clothing and equipment. • Suitable emergency equipment carried by group and supervisor 					
<p>Inappropriate behaviour.</p>	<ul style="list-style-type: none"> • Groups to be briefed to walk single file, facing on-coming traffic and to step off road completely on narrow lanes. • Road crossings and travel along busy roads to be supervised as necessary • At night, groups should make themselves visible to traffic. 					
<p>Injury from carrying heavy load.</p>	<ul style="list-style-type: none"> • Use of a code of conduct for participants. • Means established for remote groups to contact staff. • Groups will receive appropriate briefing and supervision. 					
<p>Animals</p>	<ul style="list-style-type: none"> • Rucksacks to be checked before departure, instruction to be given on appropriate weight and correct loading and adjustment of rucksacks. • Groups to be briefed that fields may contain cattle/horses and to check on approach. Group briefed to stay 					

<p>Camping</p> <p>Fire/Burns</p> <p>Cooking</p>	<p>together and not to walk between mothers and their offspring or if deemed unsafe to take an alternative route</p> <ul style="list-style-type: none"> • Groups briefed on appropriate behaviour when encountering dogs. • Groups briefed on hazards of midges, ticks, snakes etc as appropriate to the environment <ul style="list-style-type: none"> • Group to receive appropriate briefing on campsite rules, behaviour, tidiness, boundaries etc • Briefing on awareness of other campers/members of public • Tents to be pitched at a safe/appropriate distance from each other and other campers. • Groups to be briefed on Fire procedures of the campsite and given a meeting point should a fire occur. <ul style="list-style-type: none"> • Correct and safe assembly and use of stoves should be taught and practised under supervision with special regard to filling and lighting stoves. • Stoves to be used outside tents and sited appropriately. • Refilling area for meths stoves to be identified and used, only Trangia brand safety bottles to be used. • Care to be taken attaching and lighting gas stoves, only self-sealing gas canisters to be used. Gas burners to be checked regularly. • No games/running around in cooking area, lit stoves to be observed at all times. 					
---	---	--	--	--	--	--

Medical needs	<ul style="list-style-type: none">• First Aid training to cover burns• Group should be taught safe methods of cooking food, this should be practised under supervision.• Food/cooking monitored by staff where appropriate.• Awareness of food allergies • Use of consent forms to inform Lea Green of any relevant medical/physical/emotional /behavioural needs/allergies.• Staff with pastoral responsibilities to highlight this information to Lea Green staff, check medication is being carried and, if needed, control the storage and administration of medicines.• Nature of expedition planned with consideration for needs of group.					
---------------	--	--	--	--	--	--