|  |  |
| --- | --- |
|  | GCClogoAppendix 12 |
| Education Services |
| **Health and Safety** |
| Example Bronze Risk Assessment  |
| **PLEASE USE BLACK INK** |

|  |  |  |
| --- | --- | --- |
| **SUBJECT AREA OF ASSESSMENT****(JOB TITLE/PROCESSING/LOCATION OR OTHER SUBJECT AREA)** | Duke of Edinburgh’s Award Qualifying expedition | Reference No. RA/ |
| Arrochar Hills |  |
|  |  |  |  |
| **DEPARTMENT** | **EDUCATION SERVICES** | **ESTABLISHMENT** | Example |

|  |
| --- |
| **COMPLETION SHEET** |
| Reference Number | Risk Rating (BS 8800) | Actions to be taken | Target Date |
|  |  |  |  |
|  |  |  |  |
|  |  | This risk assessment is specific to the group undertaking this activity at this venue and at this time and is therefore not suitable for the use of any other group. |  |
|  |  |  |  |
|  |  | Group Leaders must ensure that the group and parents/carers are aware and will adhere to the strict policies in Management Circular No 33. and 48. And the Duke of Edinburgh’s Award Operating Procedures for Bronze Groups in the travelling method of hillwalking. |  |
|  |  |  |  |
|  |  | a)On implementation of the action’s to be taken the risk can be reduced to a tolerable levelb) The risk assessment must be signed off by the head of Establishment and the Group Leader. |  |
|  |  |  |  |
|  | Name |  | Name:  |  | Name:  |
|  |  |  |  |  |  |
|  | Title |  | Title:  |  | Title:  |
|  |  |  |  |  |  |
|  | Date |  | Date:  |  | Date:  |
|  |  | Risk Assessor from Educational |  |  |  |
| Head of Establishment Signature |  | Establishment Signature |  | Group Leader Signature |  |
| **Training for Risk Assessment is continually taking place, information is available from the Health and Safety section, phone 0141 287 4622** | Date of Next Assessment |

|  |
| --- |
|  **PART 1. LIST OF SUBJECTS** |
| SubjectReferenceNumber | List of Subjects(activity, process, location etc.) |
|  |  |
|  |  |
| 1. | Travel |
| 2. | Accommodation |
| 3. | Equipment |
| 4. | Food |
| 5. | Medical |
| 6. | Activities |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **PART 2 – RECORD OF RISK ASSESSMENT** |
| **Subject Reference Number** | **Hazard Ref Number** | **Hazard Description (e.g. potential causes of injury/damage)** | **Potential injury/damage** | **Persons at risk** | **Current preventative and protective measures (more detail on training in Part 3, more detail on PPE on Part 4)** | **Risk Rating (Bs 8800)** | **Further action required** |
| 1. Travel | 1a | Road Traffic Accident, Breakdowns and Delays | FatalityMajor InjuryMinor InjurySeparated from group | Participants | * Both vehicle and driver are complying with the procedures as stated by Education services in but not limited to management circulars.
* Appropriate Contingency Plans are in place including breakdown cover.
* Group Briefed on emergency procedures, including exits and first aid provision.
* Adult supervision whilst bus is in motion to supervise behaviour and seatbelt are being worn.
* Emergency contact details for school (HT) and parents.
* First Aid Arrangements
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| :Leaders |
| 2. Accommodation: Camping | 2a | Unendorsed Access | FatalityMajor InjuryMinor InjuryUnauthorized Access | Participants | * Information for pupils on restricted areas. Staff contacts and staff locations.
* Appropriate selection of campsites
* First Aid Equipment and Certification
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate selection of campsites
* First Aid Equipment and Certification
* Staff understand there duty of care over participants and have done child protection training.
 |
| 2b | Fire | FatalityMajor InjuryMinor InjuryBurnsSmoke Inhalation | Participants | * Ensure all group members understand emergency action procedures, including where to meet in case of a fire.
* First Aid Equipment and Certification.
* Ensure that all members of the groups understand the risks involved with smoking and cooking near to and inside tents as included in pre-expedition training.
* Summon assistant to evacuate if necessary.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 3. Equipment | 3a | Lifting and Putting on Back Packs | Back InjuryPermanent Disability | Participants | * Appropriate pre-expedition training, including handling skills and benefits of team work.
* Suitable Expedition Pack.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 4. Food | 4a | Poor Hygiene | Food Poisoning | Participants | * Appropriate pre expedition training in camp craft carried out.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate technical competency.
 |
| 4b | Contaminated Water | Food Poisoning | Participants | * Appropriate pre expedition training in camp craft carried out.
* Water sterilised if necessary i.e. in low hills areas.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate technical competency
* Water sterilised if necessary i.e. in low hills areas.
 |

|  |
| --- |
| **PART 2 – RECORD OF RISK ASSESSMENT** |
| **Subject Reference Number** | **Hazard Ref Number** | **Hazard Description (e.g. potential causes of injury/damage)q** | **Potential injury/damage** | **Persons at risk** | **Current preventative and protective measures (more detail on training in Part 3, more detail on PPE on Part 4)** | **Risk Rating (Bs 8800)** | **Further action required** |
|  | 4c | Burning on Stove | FatalityMajor InjuryMinor InjuryBurnsSmoke Inhalation | Participants | * Appropriate pre expedition training in camp craft carried out.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate Technical Competency
 |
| 4d | Carbon Monoxide Inhalation | FatalityMajor InjuryMinor InjuryBurnsSmoke Inhalation | Participants | * Appropriate pre expedition training in camp craft carried out including cooking in ventilated area.
 | Tolerable  | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate technical competency
 |
| 5. Medical | 5a | Pre Existing Medical Incidence | FatalityMinor InjuryMajor Injury | Participants | * Carry out all pre-expedition checks including medical and consent forms, double check any serious medical needs with both insurance and persons GP, where necessary receive documentation from GP regarding activities. Follow procedures as stated in Education
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Ensure all staff including volunteers fill out a consent form with next of kin and medical information
 |
| 6. Hill walking | 6a | Getting Lost | FatalityMinor InjuryMajor Injury | Participants | * Adequate supervision suitable to the groups needs. Meeting places. Emergency Procedures Training. Emergency Contact Numbers. Navigation training. The group has the technically competency for the area they are walking in. Group size 4-7 allows for easy group management and accountability. Ensure that there is a buddy system in place. Group must remain together and not split up.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders | * Appropriate technical competence for the area
 |
| 6b | Slips, Trips and Falls | FatalityMinor InjuryMajor Injury | Participants | * First Aid Arrangements
* Appropriate terrain for pre-expedition training received. Appropriate Footwear. Groups are not to walk in the dark, if night falls whilst group are still travelling; they are to set up camp at nearest appropriate site.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 6c | Fatigue | FatalityMinor InjuryMajor Injury | Participants | * Appropriate route choice for skill and physical fitness level of the group.
* Regular Breaks.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 6d | Moving Water | FatalityMinor InjuryMajor InjuryHypothermiaHyperthermiaDrowning | Participants | * Appropriate Route Planning taking weather changes into consideration avoiding dangerous water hazards where possible.
* Weather Forecast check
* Use of Bridges were possible
* Entering with direct supervision withdrawing as appropriate.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 6e | Insect Bites | Lymes diseaseEncephalitis | Participants  | * Appropriate pre-expedition training including, Pupil briefing and information on symptoms and checking methods.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 6f | Land slide | FatalityMinor InjuryMajor Injury | Participants | * Appropriate Route Choice.
* Pre-planned alternative route.
* Pre- expedition planning
* Weather Forecast check
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |

|  |
| --- |
| **PART 2 – RECORD OF RISK ASSESSMENT** |
| **Subject Reference Number** | **Hazard Ref Number** | **Hazard Description (e.g. potential causes of injury/damage)** | **Potential injury/damage** | **Persons at risk** | **Current preventative and protective measures (more detail on training in Part 3, more detail on PPE on Part 4)** | **Risk Rating (Bs 8800)** | **Further action required** |
|  | 6g | Dehydration | Minor InjurySicknessFailure of bodily systems | Participants | Carry sufficient water.Use appropriate method to sterilise water.Observation of group methods.Weather forecasting and ongoing authorisation. | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| Leaders |
| 6h | Road Traffic Accident whilst walking | FatalityMinor InjuryMajor Injury | Participants | Group awareness, staff to directly supervise and be aware of blind spots. If walking along or crossing roads, should be done under appropriate supervision and always with walkers facing traffic. | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
| 6i | Weather Conditions and exposure | Fatality Hypothermia,HyperthermiaMajor InjuryMinor Injury | Participants | * Policies for PPE are met within Education Services and as agreed by both assessors and expedition supervisors including sun awareness.
* Ensure proper hydration during activity
* First Aid Arrangements
* First Aid Certification
* Appropriate Route Planning to group. Pre expedition training. Appropriate PPE. Appropriate Staff training as described in Management Circulars.
* Emergency equipment.
* Weather forecasting and ongoing observation, clothing, group control, pre-planned alternative and escape routes.
 | Tolerable | To be Monitored and Reviewed individually by group leaders |
| Leaders |
|  | 6j | Fallen trees | Minor injury | All | Group awareness, staff to directly supervise and be aware of danger spots. If hazard is there passing should be done under appropriate supervision. Leader would find appropriate safe route walkers to pass through or by the hazard. | Tolerable |  |
| 7 |  | Ticks, Ticks Bits and Lymes Disease | Swelling Skin irritation Blistering Bruising Lymes Disease Post Lymes Syndrome to include – * Fatigue
* Aches / Pains

Stress / Anxiety  | All | Prior to ExpeditionInformation regarding ticks and tick bites provided to staff and pupils in advance of expedition by means of * DofE syllabus
* Verbal instruction
* Risk assessment review

Where volunteers are attending the expedition, e.g. school staff, parents, etc., required information and instruction regarding ticks and tick bites provided in advance, e.g. risk assessment discussion, clothing, etc., Expedition superrvisor aware of requirement to ensure review of current available information in relation to ticks prior to commencement of expedition to include heat maps of ticks, etc., During ExpeditionAll staff and pupils aware of responsibility to inform expedition leader when they become aware of ticks on their clothing, skin, etc., Removal of tick bite When staff member or pupil becomes aware of a tick bite either during expedition or afterwards follow advice provided during training or provided by expedition leader to include – * Carefully and quickly remove, e.g. using tick removal tool or tweezers
* Clean the affected area with soap / water or antiseptic immediately afterwards
* No requirement to contact GP or NHS 111 immediately after receiving a tick bite

Reporting of Tick Bite Recorded by expedition supervisorRequired further actions Staff member or pupil aware of responsibility to monitor bite area for several weeks and contact GP or NHS 111 if – * Rash develops around bite area
* Develop flu-like symptoms
* Muscle / joint pain

Lymes Disease Confirmation On receipt of NHS confirmation of Lymes Disease staff member to inform HT and school DofE co-ordinator to ensure recording and completion of required further actions as required, e.g. HR informed, Siemmins record updated, etc., Where staff member or pupil is absent as a result of Lymes Diseases and it is ascertained that the tick bite was sustained during an organised DofE expedition, HT to ensure details are recorded on the Hands Incident Reporting System and telephone call is made to ES H&S to discuss further Staff or pupils ongoing participation in all elements of DofE expeditions will require to be fully assessed for suitability taking into consideration any ongoing medical needs and include – * Physical capabilities
* Travel requirements
* Overnight expeditions
* Inclement weather
* Contingency arrangements should staff/pupil be unable to fully participate or continue with expedition
 | Tolerable |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Name |  | Name |  | Name |
|  |  |  |  |  |  |
|  | Title |  | Title |  | Title |
|  |  |  |  |  |  |
|  | Date | Risk Assessor from Educational | Date | Group Leader Signature | Date |
| Head of Establishment Signature |  | Establishment Signature |  |  |  |

|  |
| --- |
| **PART 3. CONTROL MEASURES - TRAINING** |
| Reference Number | Training Subject (enter appropriate details) | Conducted by | Brief Details of Training (state where records of training are located) | Training Records (state where records of training are located) | Is Training Evaluated? YES/NO (provide details) | Further action required |
| 1 | First Aid  | HSE recognised provider | First Aid course, which is appropriate to technical qualification.  | Records of this stored in Vocational Education. | Yes | Monitor |
| 2a | Technical Qualification | Glasgow City Council | Minimum Qualification recognised by Glasgow City Council | Records of this stored in Vocational Education. | Yes | Monitor |
| 2b | Technical Qualification | Sports Leader | Minimum Qualification recognised by Glasgow City Council | Records of this stored in Vocational Education. | Yes | Monitor |
| 2c | Technical Qualification | Mountain Leader UK | All assessed mountaineering qualifications held by governing body and on the GCC Partnership Database | Records of this stored in Vocational Education or Social Care. | Yes | Monitor |
| 3 | Modular Training Framework | DofE Support Team | Introduction to DofE, Supervisors Course, Assessors Course (only for assessor) | Records of this stored in Vocational Education or Social Care. | Yes | Monitor |
| I confirm that I have received training in the above sample risk assessment. I understand that in order to complete an expedition risk assessment that I must also take into consideration group and site specific risk. I understand that I can use the above risk assessment but that it is my responsibility and I must ensure that all risks have been noted and control measures are in place for the expedition’s that I will be supervising. |