|  |  |
| --- | --- |
| GCClogo | Appendix 12 |
| Education Services |
| **Health and Safety** |
| Example DofE Paddlesport Expedition Risk Assessment EDU (where no DofE centre staff are present)  |
| **PLEASE USE BLACK INK** |
| **SUBJECT AREA OF ASSESSMENT****(JOB TITLE/PROCESSING/LOCATION OR OTHER SUBJECT AREA)** | Duke of Edinburgh’s Award Expedition | Reference No. RA/ |
|  |  |
|  |  |  |  |
| **DEPARTMENT** | **EDUCATION SERVICES** | **ESTABLISHMENT** |  |

|  |
| --- |
| **COMPLETION SHEET** |
| Reference Number | Risk Rating (BS 8800) | Actions to be taken | Target Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | 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.) |
|  |  |
|  |  |
| 1.2 | SupervisorTravel |
| 3. | Accommodation |
| 4. | Equipment |
| 5. | Food |
| 6. | Medical |
| 7. | ActivitiesPlease note there has been an adjustment to our DofE Operating Procedures in relation to Supervision at the Silver level. It is always recommended that Silver expeditions have a member of staff from the DofE centre attend. However, if there is no suitable person available to attend from the DofE centre all supervision and pastoral care staff could be provided directly by a GCC DofE Glasgow Approved Activity Provider. This forms the minimum standard of supervision and pastoral care for Silver level. Higher tariff or ASN expedition groups should be risk assessed to determine the supervision and pastoral care required. In all cases guidance and approval will be sought from the head of establishment.  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **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. | 1a | Supervision  | FatalityMajor InjuryMinor InjurySeparated from group |  | * Expedition supervisors 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.
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 1b | External Supervision | FatalityMajor InjuryMinor InjurySeparated from group |  | * Where additional provider support is required/sourced to replace a school staff/volunteer, then the additional provision would provide a higher standard of care during any event/trip etc. as the additional provision would satisfy all of the existing requirements within MC (48) with regard to school volunteers responsibilities, with specific reference to sections:-
* 2.4. Ratios should also be based on the risk assessment for the visit/activity and not purely an adult to child/young person calculation.
* 2.4. (111) (Adult volunteers on the excursion should be clear about their roles and responsibilities during the excursion/visit)
* 3.10. It is important that staff make every effort to familiarise themselves with the area which they are going to visit.
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 2. Travel | 2a | 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 expedition supervisors |
| :Leaders |
| 3.Accommodation: Camping | 3a | 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 expedition supervisors |
| Leaders | * Appropriate selection of campsites
* First Aid Equipment and Certification
* Staff understand there duty of care over participants and have done child protection training.
 |
| 3b | 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 expedition supervisors |
| Leaders |
| 3c | Pastoral Issue | Emotional Anxiety | Participants | * Ensure that the DofE Glasgow Approved Activity Providers are known to the DofE Participants and that the DofE Glasgow Approved Provider expedition supervisor has knowledge of all the young people in the group, their characteristics, behaviours and training strengths and weaknesses.
* Ensure that all DofE Participants are taking part in the Silver or Gold Level of expeditions and are trained to the appropriate standard as in the training section of this risk assessment.
* Ratio;s of group sizes to Supervisors must be kept below DofE maximums and also the National Governing Body Maximum for the terrain and environment. Should additional expedition supervisors be required for one group, the senior expedition supervisor should be clearly identified.
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 4. Equipment | 4a | 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 expedition supervisors |
| Leaders |
| 5. Food | 5a | Poor Hygiene | Food Poisoning | Participants | * Appropriate pre expedition training in camp craft carried out.
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| Leaders | * Appropriate technical competency.
 |
| 5b | Contaminated Water | Food Poisoning | Participants | * Appropriate pre expedition training in camp craft carried out.
* Water sterilised or filtered if necessary i.e. in low hills areas.
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| Leaders | * Appropriate technical competency
* Water sterilised or filtered 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** |
|  | 5c | 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 expedition supervisors |
| Leaders | * Appropriate Technical Competency
 |
| 5d | 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 expedition supervisors |
| Leaders | * Appropriate technical competency
 |
| 6. Medical | 6a | 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 expedition supervisors |
| Leaders | * Ensure all staff including volunteers fill out a consent form with next of kin and medical information
 |
| 7. Paddleport | 7a | 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 4-8 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 expedition supervisors |
| Leaders | * Appropriate technical competence for the area
 |
| 7b | 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 expedition supervisors |
| Leaders |
| 7c | 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 expedition supervisors |
| Leaders |
| 7d | Drowning | Majory InjuryDeath | Participants Leaders | * Wearing of appropriate buoyancy aids or lifejackets.
* Group management.
* Use of appropriately qualified staff.
* Staff First Aid trained
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7e | Cold water immersion and Hypothermia | Major Injury, Death | Participants Leaders | * PPE used as appropriate
 | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7f | Collision/Impact with objectsBoats, Paddles, Rocks | Major Injury, Death | Participants Leaders | Group management.Paddlesports helmets must be worn by participants whilst kayaking and canoeing on White Water.Paddlesports helmets may be worn for all other watersports sessions at the supervisor’s discretion. | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7g | Medical ie E coli, Weils disease | Minor Injury | Participants eaders  | Group management of hygiene | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7h | Effects of Weather, | Death, Serious injury | Participants Leaders  | Competent staff.Group management.Checking of forecast before activity. | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7i | Effects of Heat | Death, Serious injury | Participants Leaders | Competent staff, First aid trainedSun block & hats available | Tolerable | To be Monitored and Reviewed individually by expedition supervisors |
| 7j | 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 expedition supervisors |
| 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** |
|  | 7g | 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 expedition supervisors |
| Leaders |
| Leaders |
| 7h | 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 expedition supervisors |
| Leaders |
| 7i | 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 expedition supervisors |
| Leaders |
| 8 |  | 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
 | 7 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 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 | British Canoeing | All assessed paddleport qualifications held by governing body and Glasgow City Counil | 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 |
| 6 | Expedition Training Syllabus as venue and level dictate.  | Group Leader, Centre Coordinator and DofE Glasgow Approved Activity Provider.  | Appropriate level of DofE Expedition Training Syllabus level. Ie Where a silver group undertake an expedition in silver terrain they must be trained to the silver expedition training standard, if they are undertaking their expedition in Gold terrain they would need to be trained to the Gold expedition training standard.  | Records of this stored on edofe and updated by the DofE Leader and verified by the Centre Coordinator and AAP Director | 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 which I will update into this risk assesmen.. 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. |