



## Duke of Edinburgh's Award Romsey Baptist Church Open Award Centre



### Taking a Risk - Risk Assessment and The Duke of Edinburgh's Award

In the Expeditions Section, the main generic hazards have been identified and the conditions and requirements, together with the information and advice developed over 40 years and published in the Expedition Guide which (if followed), should ensure that the risks to young people are very small.

Leaders may need to identify any specific hazards associated with the particular venture they are planning.

A 'significant' hazard has the potential to cause serious harm (the Adventure Activities Licensing Regulations are only concerned with young people not being exposed to avoidable risks of death and disabling injury). Remember that you only need to record your significant findings. These would include the hazards, existing control measures (precautions, rules, system, training etc.) and the people who may be affected.

The HSE advise that risk assessments should not be over complicated. In most activities the potential problems or hazards are very few and can be dealt with by simple measures. Checking them is common sense, but necessary.

#### 5 Steps to Risk Assessment

1. Look for hazards; 2. Decide who might be harmed and how. 3. For each hazard evaluate the chance, big or small, of harm actually being done and decide whether existing precautions are adequate or more should be done. 4. Record the significant findings of your risk assessment e.g. the main risks and the measures you have taken to deal with them. 5. Review your assessment from time to time and revise if necessary.

#### **References**

##### 1 Award Publications

- Ref A Useful Document On Risk Assessments And The Award from <http://www.theaward.org/leaders/index.php?ids=1826,1851&id=755> on 13/1/08

##### 2 Council - risk assessments/guidance

- Hampshire Outdoor Education - Off-site activities and educational visits regulations and guidance

##### 3 Establishment - risk assessments/guidance

- Hampshire Award Leaders Pack (January 2003)
- Hampshire Award Land Expeditions (2004) - Operating requirements and regulations
- The Duke of Edinburgh's Award Handbook (5<sup>th</sup> Edition)



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>   | <b>Who might be harmed</b> | <b>Controls</b>  | <b>Outcome</b> |
|---|----------------------------|--|----------------|
| <b><u>Leadership</u></b>  |                            |  |                |
| Inadequate staff qualifications and experience                                  | Participants, Leaders      | Leaders trained and approved by Hampshire Operating Authority (HOA).<br>Activity planned in accordance with HOA guidelines<br>Leader in charge is sufficiently experienced for the proposed activity;<br>Adequate staff to pupil ratio for proposed activity;<br>Ability and experience of the group is matched to the proposed activity;<br>HOA procedures for transport and supervision of participants to be followed at all times;<br>Emergency procedures are in place<br>Clear understanding on itinerary, responsibilities and behaviour expectations for any Helpers |                |
| Insufficient participant competence or supervision                              | Participants,              | Pupils are trained appropriately before the venture and their competence to work independently is assessed by the leader. Monitoring continues in the field. The supervision arranged is flexible and may become tighter or looser as the situation dictates.<br>Pupils are in small groups, walking groups if 12 or Expedition Teams of 4-7.  |                |
| Behaviour – injury from bad behaviour / non compliance with instruction         | Participants, Leaders      | Trained Leaders, appropriate supervision ratios<br>Staff briefing on environment, activity, timings, roles and responsibilities<br>Participant briefing on group behaviour expectations  |                |
| Staff qualifications and experience   | Medium                     | Staff ratios and qualifications appropriate for terrain. Pete EML, Phil ML training & been to area before. Robyn been to area before   |                |
| Illness, injury, emergency procedure – harm arising from inappropriate response | Participants, Leaders      | Hampshire Operating Authority (HOA) procedures in place and documentation available, including medical forms, emergency contacts, mobile phone signal/battery and nearest phone  |                |
| Separation - Loss of Participant  | Participants               | Orientate all staff and participants to site on arrival. Agree boundaries and out of bounds areas with staff and Participants.   |                |
| <b><u>Site and Environment</u></b>  |                            |  |                |
| Fire – harm or separation   | Participants, Leaders      | Agree Fire Procedures with staff and Participants<br>Fulfil any site obligations to run or take part in fire drills<br>Ensure all leaders are aware of fire evacuation routes<br>Fire fighting equipment should only be used by competent leaders and only in situations which do not delay appropriate evacuation and which do not put them at risk of unnecessary  |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>  | <b>Who might be harmed</b>     | <b>Controls</b>  | <b>Outcome</b> |
|--|--------------------------------|--|----------------|
|  |                                | harm<br>Ensure leaders have access to the list of people in the group at night   |                |
| Safety, Hygiene – harm arising from injury or illness on site                | Participants, Leaders          | Risk Assessment to be conducted by Leaders on all relevant aspects of the site to ensure all safety and hygiene needs are met  |                |
| Safety – harm arising from injury in open country                            | Participants                   | Pre arranged boundaries of where to work. Use areas known by leaders. Split into small groups. Teams and Leaders to carry first aid kits. Leaders to carry mobiles.<br>Leaders to carry spare minibus keys so they can come back to minibus.   |                |
| Safety - Getting lost in open country  | Participants                   | Participants are trained in relocation techniques and 'lost' procedures before setting out unaccompanied. Emergency telephone number(s) are provided to contact supervisor(s).<br>Award Safety Cards to be carried where appropriate   |                |
| <b><u>Transport</u></b>  |                                |  |                |
| Use of Parents / Leaders cars – harm from accident, inappropriate behaviour. | Participants, Parents, Leaders | Transport arrangements in accordance with HOA transport and child protection procedures<br>Parents provided with opportunity to consent to travel arrangements   |                |
| Use of Minibus - harm from accident, inappropriate behaviour.                | Participants, Parents, Leaders | Booking and use in accordance with HOA procedures and MIDAS guidelines<br>All Drivers to be MIDAS qualified. All MIDAS training to be followed.<br>All drivers to take reasonable breaks to prevent over-tiredness.  |                |
| Road Traffic Accident  | Participants, Leaders          | Booking and use in accordance with HOA procedures and MIDAS guidelines<br>All Drivers to be MIDAS qualified. All MIDAS training to be followed.<br>All drivers to take reasonable breaks to prevent over-tiredness.<br>Appropriate Vehicle Insurance to be held for all trips<br>Arrangement for roadside assistance is in place before departure. |                |
| Embarking / disembarking – harm from accident, inappropriate misbehaviour    | Participants, Parents, Leaders | Close supervision in car park, road areas  |                |
| Mechanical breakdown   | Participants, Leaders          | Pre trip and daily vehicle checks to be carried out in accordance with MIDAS guidelines<br>Arrangement for roadside assistance is in place before departure.   |                |
| <b><u>First Aid-Emergency Procedures</u></b>                                 |                                |  |                |
| Harm arising from lack of competency   | Leaders<br>Participants        | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.   |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>               | <b>Who might be harmed</b> | <b>Controls</b>  | <b>Outcome</b> |
|-----------------------------|----------------------------|--|----------------|
|                             |                            | Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures   |                |
| Medical conditions          | Participants,<br>Leaders   | All leaders, assistants and participants must complete Medical form during planning / preparation phase.<br>Staff, participants and parents must be aware of the 'need to know' principle in order to ensure the health, safety and wellbeing of all.<br>Management of any known medical condition is agreed with individual participant(s) and parent(s) before departure.<br>A named Leader holds Medical forms.<br><b>Each participant has a copy of their Medical form in their rucksack. (to be discussed - 2008)</b> |                |
| Injury illness or emergency | Participants,<br>Leaders   | Pupils trained in emergency procedure and first aid<br>Participants, Teams and staff carry First Aid Kits and are trained and competent in use.<br>Information gained re medical conditions, medication carried<br>Leader rucksacks to be carried for each team group (Group First Aid Kit, Shelter, Throw rope, Torch, Survival Blanket, Spare Waterproofs, Spare Clothes, Hot Water Flask, Emergency Rations as appropriate)<br>Leader has planned emergency procedures<br>Communications (mobile phones?) arranged      |                |
| Injury                      | Participants,<br>Leaders   | Participant groups and all staff carry First Aid Kits and are trained and competent in use.  |                |
| Emergency procedures        | Participants,<br>Leaders   | Field staff, home-based contacts and participants have been trained in emergency procedures.   |                |
| Hypothermia                 | Participants,<br>Leaders   | All understand the importance of keeping warm and eating well to maintain sugar levels.<br>All carry survival bag and emergency rations.   |                |
| Exposure                    | Participants,<br>Leaders   | All understand the dangers of sunburn. Use sunglasses, hats, appropriate covering clothing and sunblock.   |                |
| Dehydration                 | Participants,<br>Leaders   | All understand importance of and implement liquid intake. All carry filled water bottle(s).  |                |
| Blisters, sores             | Participants,<br>Leaders   | All are trained in foot care. Individuals carry plasters etc. for preventative and remedial action.  |                |
| Tick's                      | Participants,<br>Leaders   | All are trained in undertaking personal checks and covering limbs in bracken areas.<br><b>Tweezers in First Aid Kits (to be discussed - 2008).</b>   |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>   | <b>Who might be harmed</b> | <b>Controls</b>   | <b>Outcome</b> |
|---|----------------------------|---|----------------|
| Personal Hygiene  | Participants,<br>Leaders   | All understand the importance of, and implement safe standards of person hygiene, particularly hand washing before handling food and drink when near water.<br>Consideration is given to toilet, hand washing and drinking water facilities, in relation to the number and mix of all persons present, including the public.<br>Ensure consideration of the management of ill staff/participants. |                |
| Weather - harm from unexpected adverse weather conditions | Participants,<br>Leaders   | Weather forecast obtained as appropriate and possible<br>All participants have suitable footwear, clothing and equipment<br>All events to have suitable bad weather plans<br>All events to have appropriate escape routes<br>Final decisions to be based on pre-weather check and group equipment   |                |
| <b><u>Risk and Health &amp; Safety</u></b>                |                            |   |                |
| Harm arising from lack of competency                      | Leaders<br>Participants    | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.<br>Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures  |                |
| Walking on roads – Injury                                 | Participants               | Avoid where possible and reduce to a minimum.<br>Consideration is given to the wearing of luminous bands and the use of torches in reduced visibility.<br>Participants trained to walk single file on grass verges, or well spaced on the road facing the on-coming traffic.  |                |
| Crossing Roads – Injury                                   | Participants               | Participants are trained to cross roads at sites that give good visibility to traffic.<br>Procedures for Road crossings to be agreed with all Participants depending on risk assessment based on nature of supervision and degree of group experience / competence  |                |
| Walking by water – Injury, Drowning                       | Participants               | Route researched and if necessary pre-walked – specific hazards (cliffs, water hazards etc) risk assessed and if necessary avoided<br>Appropriate training is given in relation to water hazards and checking water levels<br>Leaders to carry Throw Ropes where appropriate.   |                |
| Reduced visibility  | Participants               | Participants are trained in reduced visibility navigation and the implementation of alternative p   |                |
| <b><u>Navigation and Route Planning</u></b>               |                            |   |                |
| Harm arising from lack of competency                      | Leaders<br>Participants    | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.  |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>   | <b>Who might be harmed</b> | <b>Controls</b>  | <b>Outcome</b> |
|---|----------------------------|--|----------------|
|   |                            | Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures   |                |
| Getting lost  | Participants               | Participants to have sufficient navigational skills<br>Briefing and training of Participants<br>Staff remain in sufficient contact with Participants to prevent significant errors   |                |
| Night navigation – Increased potential for harm, getting lost |                            | Leaders and Participants to understand Boundaries and Emergency Procedures<br>Appropriate equipment to be carried, and clothing worn, to meet conditions   |                |
| <b><u>Camp Craft and Hygiene</u></b>                          |                            |  |                |
| Harm arising from lack of competency                          | Leaders<br>Participants    | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.<br>Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures   |                |
| Stoves and Fuel   | Participants               | Staff and participants inspect stoves before use/departure. Only stoves in correct working condition are used.<br>Participants are trained and competent in use before departure. All have understanding of the potential risks of fire and explosion.<br>Ensure there is appropriate provision for the immediate treatment of burns when stoves are used.   |                |
| Trangia stoves  | Participants               | All use of cooking stoves must be in accordance with Award training.<br>The placement of all stoves must take into account the need for continuous observation, the safety of all campers and the risks to any tents and vehicles in the locality.   |                |
| Gas stoves  | Participants               | All cartridges/cylinders must be self-sealing. Stoves with a spike within the burner head to pierce the cylinder must not be used.   |                |
| Use of Methylated spirits                                     | Participants               | METHYLATED STOVES ARE NOT ROUTINELY USED BY RBC OAC<br>Methylated spirits must be stored in purpose designed safety containers.<br>Participants must use fuel bottles with Trangia safety tops.<br>Where multiple groups camp together, meths and other fuels must be stored in a designated 'fuel dump' situated down wind, and away from tents and lighted stoves and lamps. All pouring of fuel must be undertaken in the designated area.<br>Participants are trained to refill fuel into a cold burner pot.<br>All are trained to place the lid on the burner pot when transporting fuel back to the stove. |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b>   | <b>Who might be harmed</b> | <b>Controls</b>   | <b>Outcome</b> |
|---|----------------------------|---|----------------|
| Water Quality   | Participants               | Participants are trained in procedures to access clean water and conserve water quality at campsites and in remote areas.   |                |
| <b><u>Food and Cooking</u></b>                              |                            |   |                |
| Harm arising from lack of competency                        | Leaders<br>Participants    | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.<br>Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures  |                |
| Inadequate Nutrition, Food Poisoning                        | Participants               | Training as per Award Syllabus for Nutritional needs, Menu Planning, Food Hygiene, Cooking, Cleaning up.<br>Staff supervision based on group needs and competencies.  |                |
| <b><u>Countryside Code(s)</u></b>                           |                            |   |                |
| Harm arising from lack of competency                        | Leaders<br>Participants    | Award requirements to be followed by all Award Leaders and Participants<br>Risk Assessments to be carried out before all events as per HOA requirements.<br>Full Award Training Syllabus to be delivered as appropriate for each Award level<br>Training Logs to be checked / signed for as appropriate before all Expedition Ventures  |                |
| Aggression to Participants, Harm to Reputation of the Award | Participants,<br>Leaders   | Participants have knowledge and understanding of the Countryside Code<br>Private land respected   |                |
| Injury – Harm to or from Livestock                          | Participants               | Participants are trained in appropriate behaviour when passing through and beside fields containing livestock.  |                |
| <b><u>Equipment</u></b>                                     |                            |   |                |
| Lack or loss of equipment                                   | Participants               | Equipment Lists issued for all events.<br>Equipment checked before departure where appropriate.<br>Repair kits and essential spares are readily available.  |                |
| Suitability   | Participants               | Staff ensure that all equipment is appropriate checked and fit for purpose prior to the venture.<br>Particular attention will be applied to the consequences of seasonal weather variation.   |                |
| Rucksacks   | Participants               | Participants are trained in the concepts of manual handling, correct load distribution, lifting and carrying loads.<br>Staff perform visual check of rucksacks, particularly where these are borrowed or hired.<br>Participants are trained and competent in adjusting for correct back length and use of hip belt and shoulder straps. |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Generic Risk Assessment (2008)**

| <b>Hazard</b> | <b>Who might be harmed</b> | <b>Controls</b>   | <b>Outcome</b> |
|---------------|----------------------------|---|----------------|
|               |                            | Leaders are aware of the limited carrying capacity of smaller participants. Arrangements are made for smaller participants to carry essential items with some items pre-positioned where necessary. Rucksacks are weighed and assessed for weight and correct load distribution before departure. |                |

**Emergency Contacts - take the emergency action cards with you! Group details - ensure you have full details close to hand.**

|  |  |   |
|--|--|---|
| <b>Ongoing risk assessment</b><br><br><b>1 Apply the control measures</b><br><b>2 Monitor how effective they are</b><br><b>3 Change, adapt, revise as required</b> | <b>Examples</b> <ul style="list-style-type: none"> <li>▪ monitor the weather</li> <li>▪ monitor water/river levels</li> <li>▪ monitor traffic on road</li> <li>▪ monitor conditions underfoot</li> </ul> | <ul style="list-style-type: none"> <li>▪ monitor group and leaders response and motivation</li> <li>▪ monitor behaviour</li> <li>▪ assess group risk awareness in different environments</li> <li>▪ monitor the response of your supporting adults</li> <li>▪ adjust programme if required as conditions change or concerns about group develop.</li> </ul> |
| <b>Completed:</b> _____<br><br><b>Signed:</b> _____  | Date _____<br><br>Group Leader _____   | Head of establishment<br><br>_____  |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



## Activity Specific Risk Assessments (2008)

**TILE BARN CAMPING AND OUTDOOR CENTRE – Risk Assessment - Low Ropes Course**

Risk Assessment undertaken by G Cooper      Date May 2006 Review Date May 2009

| <b>Hazard</b>   | <b>Who might be harmed</b> | <b>Controls</b>  | <b>Outcome</b> |
|---|----------------------------|--|----------------|
| <b>Leadership</b>   |                            |  |                |
| Staff qualifications and experience   | Participants               | Activity to be run by a qualified leader holding a current certificate of competence.  |                |
| Potential difficulties in controlling group, completing activities                | Participants               | Staff ratio determined by Venue requirements, Award staffing ratios and risk assessment based on knowledge of group competencies and behaviour record.                   |                |
| <b>Safety</b>   |                            |  |                |
| Low Ropes Course - risk of injury   | Participants               | Safety Check to be carried out before starting<br>Clear safety briefing and expectations of behaviour<br>Safety helmets to be worn by all participants including leaders |                |
| <b>Group</b>  |                            |  |                |
| Risk of misbehaviour or dislike / fear of activity                                | Participants               | Clear initial briefing and expectations of behaviour<br>Informed consent obtained prior to activities  |                |
| <b>Weather</b>  |                            |  |                |
| Bad weather could make Low Ropes course unfeasible                                | Participants               | Deliver expedition training if classrooms available, contact details to call in parents if cancellation required.  |                |
| <b>First Aid-Emergency Procedures</b>   |                            |  |                |
| Illness / Accident could require medical attention and reduce supervision levels. | Participants               | Adult assistant on hand, contact details to call in parents if cancellation required.  |                |



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



**Activity Specific Risk Assessments (2008)**

**FERNY CROFTS SCOUT ACTIVITY CENTRE – RISK ASSESSMENT - Air Rifle Target Shooting**

Risk Assessment undertaken by D Jordan (Ferry Croft)

Date 11/04/06

Review Date April 2007

| <b>SIGNIFICANT HAZARD</b>                               | <b>PERSON(S) AT RISK</b>                       | <b>PRECAUTIONS</b>   |
|---|--|--|
| Injury from Equipment/Equipment failure                 | Staff<br>Participants                          | All the equipment should be visually inspected immediately before use.<br>All equipment should be subject to inspections both on a monthly and yearly basis.   |
| Injury from improper handling/improper use of equipment | Staff<br>Participants                          | All persons should have adequate instruction and training in using the equipment for its intended purpose.   |
| Injury from being shot                                  | Staff<br>Participants<br>Observers<br>Visitors | Clear notices on approaches to activity area.<br>All persons should have adequate instruction and training in range conduct.<br>There is clear barrier at firing line.<br>Range officer monitors entire range throughout session.<br>No participants are to shoot unless given the instruction to do so.<br>When shooting participants should only point the rifle – whether loaded or unloaded – down the range, towards the target.<br>Observers at the activity or visitors to the activity must obey all instruction from the range officer when in the activity area. The activity area must be specified in the briefing.<br>Members of the public who enter the activity area should be advised of the potential danger and asked to move away. |
| Injury from pellet caused by bounce back                | Staff<br>Participants<br>Observers<br>Visitors | Pellets are made of a soft deformable material (lead).<br>Backstop is constructed to minimise risk of bounce-back.<br>Eye protection is available for everyone at activity.  |
| Lead poisoning from pellets                             | Staff<br>Participants                          | Verbal warning given in briefing.<br>Sign at range to warn of risk.<br>Reminder to wash hands at end of session.   |
| Conduct of participants whilst waiting to use range     | Participants                                   | A responsible adult, who is not the staff member in charge of the activity, is responsible for the supervision of the participants when they are not directly engaged on the activity.   |

**Notes covering Points of Law and Scouting's Policy, Organisation and Rules:**

- If any participants are aged under 18 a responsible adult aged over 21 must be present to supervise the activity.
- Parental permission must be provided for under 18's.



**Duke of Edinburgh's Award  
Romsey Baptist Church Open Award Centre**



## Expedition Specific Risk Assessment (2008)

In the Expeditions Section, the main generic hazards have been identified and the conditions and requirements, together with the information and advice developed over 40 years and published in the Expedition Guide which (if followed), should ensure that the risks to young people are very small. However Award teams may need to identify any specific hazards associated with the particular venture they are planning.

Remember that you only need to record your significant findings (A 'significant' hazard has the potential to cause serious harm). These would include the hazards, existing control measures (precautions, rules, system, training etc.) and the people who may be affected.

Remember the 5 Steps to Risk Assessment: 1. Look for hazards; 2. Decide who might be harmed and how. 3. For each hazard evaluate the chance, big or small, of harm actually being done and decide whether existing precautions are adequate or more should be done. 4. Record the significant findings of your risk assessment e.g. the main risks and the measures you have taken to deal with them. 5. Review your assessment from time to time and revise if necessary.

The main Expedition Hazards are covered by the Generic Risk Assessment & Expedition Training, however any specific risks need to be considered:

| <b><i>Hazard</i></b>                               | <b><i>Who might be harmed</i></b> | <b><i>Controls</i></b> | <b><i>Outcome</i></b> |
|--|-----------------------------------|------------------------|-----------------------|
| <b><u>Route (inc Escape &amp; Alt. Routes)</u></b> |                                   |                        |                       |
| <b><u>Environment (inc Roads/Water)</u></b>        |                                   |                        |                       |
| <b><u>Campsite/s</u></b>                           |                                   |                        |                       |
| <b><u>Season / Weather</u></b>                     |                                   |                        |                       |
| <b><u>Cooking/Food</u></b>                         |                                   |                        |                       |
| <b><u>Other</u></b>                                |                                   |                        |                       |
|  |                                   |                        |                       |