

BARTON CAMP

Risk assessment: “OUTDOOR & ADVENTURE ACTIVITIES” (Off Site)

Persons at risk: Pupils, Staff, Volunteers & the Public.

Assessment to be agreed and signed for by: Position: Date:

| Task, Activity or Environment being assessed. | What are the Hazards or Dangers? | Degree of potential Injury? | Existing controls to either eliminate or reduce the risk of an accident happening. | Probability of an accident happening? | Risk Rating. |
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| OUTDOOR & ADVENTURE ACTIVITIES | 1. Inappropriate or poor choice of venue. Unsuitable instructors or qualified staff. | Serious Injury | <ul style="list-style-type: none"> • Only Adventure Activities Licensing Service (AALS), formerly the AALA registered providers should be used, alternatively staff holding a nationally recognised qualification issued by a recognised awarding body may lead the activity. • Party leader assesses the venue for the ages, abilities, special needs requirements and travelling distance from the camp. • It should be established that the facilities on offer are suitable for the group with the activity provider. • Party Leader should obtain a copy of the provider’s “Risk Assessment Summary” for details of their operations and staff/instructors. • Party leader obtains confirmation from the provider that the instructors and staff are qualified to run the various activities. | Possible | Medium Risk |
| | 2. Inexperience d or insufficient support staff or helpers. | Serious injury | <ul style="list-style-type: none"> • All helpers and support staff are briefed as to what their particular role and function will be during the visit. • Only helpers and support staff deemed competent by the party leader are permitted to assist during the visit, extra staff maybe necessary to account for children with special needs etc. • The party leader decides on the level of help needed for the visit. • The Party Leader nominates a deputy in case of emergencies | Remote | Low Risk |
| | 3. Clothing and footwear | Minor injury | <ul style="list-style-type: none"> • The party leader takes into account changeable weather conditions taking into account hot, windy, wet/rainy or cold weather. • Staff and pupils should be briefed as to what clothing and footwear maybe necessary for the duration of the visit. • Sun Bloc/Creams are self administered by children. | Remote | Low Risk |
| | 4. The Environment | No injury | <ul style="list-style-type: none"> • Cans, Wrappers, packaging of any description, glass, cellophane and tins should not be discarded during the visit. All waste products should be suitably bagged up and properly disposed of. • No Flora or Fauna should be removed except with the landowners express permission. • Damage to property and the environment should be actively discouraged and enforced. | Remote | Low Risk |
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Continuation sheet 1

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| OUTDOOR & ADVENTURE ACTIVITIE | 5. Weather Conditions. | Minor injury | <ul style="list-style-type: none"> • Party leader to have “Plan B” in case of adverse weather conditions. The activity provider should be asked if there is alternative indoor or under cover activity which can be used as a substitute activity. • Party leader to contact the meteorological office to check on the weather conditions forecast for the day of the visit. | Remote | Low Risk |
| | 6. Emergency contact details and medical information | Serious injury | <ul style="list-style-type: none"> • A fully charged mobile telephone is available with pre-programmed numbers available to all staff. • Party leader has each child’s medical information available in case an emergency situation arises. • Prior to the visit Consent forms are returned to the camp with parental permission and medical information about each child. • Any permitted medication is held by the party leader. • Emergency contact details are always held by the party leader. • Each child’s medication is labelled with doses and times of administration and only applied by authorised staff. • Staff do not administer medication unless qualified to do so. | Remote | Low Risk |
| | 7. Anti-Social and unacceptable behaviour | Minor injury | <ul style="list-style-type: none"> • A code of conduct is drawn up and understood by everyone on the visit to read and/or understand so everyone knows the level of behaviour is expected during the visit. • Staffing ratios may need to be adjusted to account for children that exhibit challenging or disruptive behaviour. • Party leader will need to have a plan in place to deal with children that may be at risk of absconding from the group. • The use of alcohol or any un-prescribed drug or substance is prohibited. • Smoking should be discouraged by people on the visit. • Noise pollution must be kept to a minimum | Possible | Medium Risk |
| | 8. Accidents & Injuries. | Serious injury | <ul style="list-style-type: none"> • The activity provider must supply details of First Aid stations and staff that are qualified to administer first aid. • Party leader or another supervising adult/s must be first aid trained and first aid provision must be available during the visit. • Any incident or accident must be reported and recorded. • Staff must be able to summon the emergency services in case of major incident or accident. • A pre-briefing should be held to inform children and staff of the risks, constraints and requirements associated with items of equipment etc. | Remote | Low Risk |
| | 9. Disabled Access & Facilities. | No injury | <ul style="list-style-type: none"> • Party leader to ensure, that if anyone on the visit that has a mobility difficulty the provider has the necessary disabled toilets and facilities available on site. • Party leader to ensure that the activity centre is able to provide access, facilities and equipment for disabled users. | Remote | Low Risk |

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Continuation sheet 2

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| OUTDOOR & ADVENTURE ACTIVITIE | 10. Supervision. | Serious injury | <ul style="list-style-type: none"> • Party leader will assume overall responsibility • The recommended ratio for adults – children is 1:4 for ages 3 to 5, 1:8 for ages 5 to 8 and 1: 12 for ages 9 – 11. • Additional supervision maybe necessary if the visit is shared with other schools/camps or open to the public. • Regular head counts are made to check on child numbers. • Party leader assesses the ages and maturity of the group when deciding staffing ratios. • All supervising staff and helpers are fully briefed about what is required for emergency procedures. • Any adult having unsupervised access to children must be CRB checked. • Children should be monitored after each activity (especially any physical challenge) and during the visit for tiredness and fatigue. • Party leader should ensure that children do not access any activity where there is a height or age restriction. • Children should not be allowed to access any activity where there is a risk to personal health & safety. • Activity provider to supply any safety equipment necessary to safely complete the activity. • Care should be taken when taking personal items on visits (cash, cameras, wallets & purses etc). These should be monitored and controlled by the party leader • Any refusal by a child to wear protective/safety equipment must result in that person not participating in the activity. | Possible | Medium Risk |
| | 11. Pupils, who become lost, separated from the group or approached by strangers. | Serious injury | <ul style="list-style-type: none"> • Children are given instruction as what to do if they become lost or separated from the group, i.e. meet at a pre-arranged location or get the attention of a member of staff. • A “Buddy” system is introduced so children can walk around in two’s or three’s. • Children are told not to talk to strangers. • Children are told to stay in their groups and not wander off. • Children are told to report any unwanted attention from strangers etc to a teacher or helper immediately. • Any bullying or harassment from/to children from/to members of the public must be reported to the party leader immediately. | Possible | Medium Risk |

Written by Geoff Dowle.

Date assessed: **February 6th 2007**. Date reviewed: **February 2008**. Date for next review: **February 2010**.