

# **BARTON CAMP**

## **Risk assessment: RESIDENTIAL VISITS**

Assessment agreed and signed for by: ..... Position: ..... Date: .....

Who will be affected: **Staff, Children, Helpers and members of the Public**

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?	Risk Rating
<b>Residential Visits</b>	<b>1. Pupil Supervision.</b>	Serious Injury	<p style="text-align: center;"><b>The party leader and accompanying school staff should:</b></p> <ul style="list-style-type: none"> <li>Have a reasonable knowledge of the children in their care including any special education needs, medical needs or disabilities.</li> <li>Continuously monitor the appropriateness of the activity, the physical and mental conditions of group members and the weather conditions.</li> <li>The group leader has overall responsibility for the group at all times.</li> <li>For children in years 4-6, it is recommended that the ratio of 1 adult for every 10-15 pupils. This is regularly assessed to take into account the nature of activities, children with SEN or medical needs, first aid cover and experience of adults in off-site supervision.</li> <li>All adults are fully briefed as to what their roles and responsibilities are during the whole term of the visit; this is written down and recorded.</li> <li>Any adult having unsupervised access to children must be CRB checked.</li> <li>Regular head counts are made of children during the day, before bed-down and before/after journeys/trips.</li> <li>Children are instructed in procedures to follow if they get lost or become separated from the group during field activities.</li> <li>Male/female staff ratios to children should be of equal value, i.e. three female/male staff for thirty female/male pupils.</li> </ul> <p style="text-align: center;"><b>Remote Supervision:</b></p> <ul style="list-style-type: none"> <li>The group leader should establish during the planning stage if pupils are competent in remote supervision and should ensure parents have agreed this part of the visit.</li> <li>The group leader remains responsible for pupils 24 hours per day, even when not in direct contact.</li> <li>Supervisors should have clear lines of communication between the group/s in case of emergencies. Arrange for rendezvous times and pre-arranged pick-up points or to have a friendly face appear along the route.</li> <li>If a pupil has to go to hospital, an adult must accompany the pupil/s to the hospital. Any medication is clearly labelled with names of pupils, dosages and times to be taken etc.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
<b>Continued on next sheet</b>					

	<b>2. Services</b>	Serious injury, possibly fatal	<ul style="list-style-type: none"> <li>All electrical equipment is tested for safety (Portable Appliance Testing – PAT) prior to the camp beginning operations. This is carried out by a qualified electrical engineer and the results recorded.</li> <li>Any gas fired equipment is tested by a qualified <b>CORGI engineer</b> for safety before operations begin, these tests are recorded.</li> <li>Water services have to be completely flushed before camp begins, preferably with a suitable cleansing agent to ensure the water is clean and safe to drink. Tanks etc should be inspected for detritus etc and cleaned.</li> <li>Fire fighting equipment is annually tested by a qualified engineer.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>3. Emergency Procedures.</b> (in case of an accident, incident, illness)	Serious – Minor Injury	<ul style="list-style-type: none"> <li>A fully charged mobile telephone with pre-programmed emergency contact numbers available at all times.</li> <li>A pre-activity briefing takes place prior to any activity beginning informing participants of the potential hazards and safety measures.</li> <li>First Aid provision is available at all times.</li> <li>A register of all participants with their medical and contact details is available.</li> <li>Fire practice &amp; procedures are practiced on the day of arrival.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>4. The Environment</b>	Minor Injury	<ul style="list-style-type: none"> <li>No litter, wrappers, tin cans, cellophane etc should be discarded on the visit. <b>ALL</b> waste products should be bagged up and disposed of in the correct manner in a suitable waste receptacle.</li> <li>No Flora or Fauna should be removed unless with the express permission of the landowner.</li> <li>Wilful damage to property and the environment should be actively discouraged and enforced.</li> </ul>	<b>Remote</b>	<b>Very Low Risk</b>
	<b>5. Dormitories &amp; Accommodation.</b>	Serious Injury	<ul style="list-style-type: none"> <li>The accommodation has separate toilet and changing facilities for males and females.</li> <li>Supervising adults are able to contact children in adjoining dormitories during the evenings and vice-versa.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
	<b>6. “Free” time, or periods of rest.</b>	Serious - Minor Injury	<ul style="list-style-type: none"> <li>Staff are responsible for children under their care at all times.</li> <li>Appropriate boundaries, codes of conduct, behaviour and responsibilities are set by the party leader.</li> <li>If appropriate, the group could be led in non-academic activities to occupy their minds (quizzes, team challenges and craft activities etc) Head counts are continued at intervals to ensure all pupils are present.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
	<b>7. Unwanted attention from member of the public</b>	Serious injury  Trauma	<ul style="list-style-type: none"> <li>Children are instructed not to engage in dialogue with strangers or older children not known to them or those people who act suspiciously or threatening.</li> <li>Children are encouraged to operate a <b>“Buddy System”</b> so they go round in groups of three or four.</li> <li>Children are informed of what procedures to take if physically/verbally abused or bullied/ harassed by other children, members of the public or strangers coming onto the camp site.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
<b>Continued on next sheet</b>					

	<b>8. Security (theft, burglary &amp; muggings)</b>	Serious Injury.	<ul style="list-style-type: none"> <li>• Party leader ensures that security measures are adequate for the venue. This includes evenings when the children are sleeping or in their dorm's.</li> <li>• Warden demonstrates security system to supervising staff on arrival.</li> <li>• Alarm systems are regularly checked and serviced.</li> <li>• Children do not take mobile phones with them in public areas or during activities. The same would apply to large amounts of cash carried by children; an allowance system should be controlled by the Party Leader.</li> <li>• Valuables and cash are locked away in a secure, lockable room with limited access; an inventory is made of valuables and cash. A register controls the children's accessibility to spending money.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>9. Activities.</b>	Serious Injury	<ul style="list-style-type: none"> <li>• The party leader ensures that activities are suitable for the ages and experience of children under his/her care.</li> <li>• All activities at the camp are the responsibility of the supervising staff that brings children to the camp.</li> <li>• All equipment used for activities is brought to the camp by individual schools for their own use. It is the responsibility of the supervising staff to ensure the equipment is suitable and safe to use.</li> <li>• If an external activity provider is used they must have the appropriate level of competence and qualification to safely deliver the activity.</li> <li>• If the activity presents no technical hazards or those judged to be of low risk to children's safety and welfare (local field study trips, farm visits, visits to playing fields, sports fixtures, zoological gardens and swimming pools with lifeguards) staff should assess each activity on its merits.</li> <li>• Providers for more hazardous activities should be appropriately licensed. The relevant legislation is the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996. External provider's should be <b>AALS (Adventure Activity Licensing Service)</b> registered (<b>formerly AALA</b>)</li> <li>• Negotiation should take place between the provider and the group leader to decide if activities can be catered for the age group, abilities and experience of children in the group.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>10. Clothing and Footwear.</b>	Serious - Minor Injury	<ul style="list-style-type: none"> <li>• All participants are informed beforehand as to the requirements of the visit and the need to be correctly equipped to participate fully and safely in all activities.</li> <li>• All participants take wet weather clothing and a change of footwear to combat the changeable weather conditions.</li> <li>• A checklist of clothing etc is given to parents/carers before camp.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
	<b>11. Behaviour.</b>	Serious – Minor Injury	<ul style="list-style-type: none"> <li>• A “<b>Code of Conduct</b>” and “<b>Ground Rules</b>” for behaviour is established and understood by all persons visiting the camp.</li> <li>• Sanctions are put in place to combat unacceptable and/or disruptive behaviour. This may mean the participant may be excluded from the activity or even escorted home.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>

Written by Geoff Dowle. Date of assessment: **February 6<sup>th</sup> 2007**. Date reviewed: **February 2008**. Next Review: **February 2010**.