**DofE Template Risk Assessment for a DofE Expedition including travel and campsite**

|  |
| --- |
| Event Detail DofE Expeditions Date of Assessment  Assessment completed by (Name) Due for review  (Designation) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard / Risk**  Things at the venue, parts of the activity etc that could cause harm | **Who is at risk?**  **What harm could be caused?** | **Current Controls in Place**  Are they adequate?  Is the risk acceptable? | **Level of Residual Risk**  Low, medium, high |
| **Travel to and from venue**  Minibus / MPV use  Use of Private vehicles  Breaks in journey | All. Injury/death  emotional harm  All. Injury/death  emotional harm  All. Injury/death/emotional and/or physical harm from being separated from group | * All use meets legal standards and in compliance with DC ‘Minibus and MPV Guidance’ and Driving at Work policy requirements * All use meets legal standards and in compliance with Driving at Work policy requirements * Avoid being in vehicle with 1 young person to avoid allegations * All briefed on purpose and timings of stop. How and where to contact leaders * Buddy system used * Briefing on any specific hazards at venue. eg traffic * Always park in suitable place to reduce chance of harm * Headcount before departure | Low  Low  Low |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard / Risk**  Things at the venue, parts of the activity etc that could cause harm | **Who is at risk?**  **What harm could be caused?** | **Current Controls in Place**  Are they adequate?  Is the risk acceptable? | **Level of Residual Risk**  Low, medium, high |
| **The Group**  Special/additional needs of participants. Medical, behavioural and educational.  **The Expedition/Event**  Inappropriate activity for the group based on their level of competence. Lack of 1st aid cover / ability to deal with emergency situations  Weather. Wet, cold, heat etc  Use of unclean water  Hygiene  Rivers/streams  Hazardous steep ground and cliffs causing falls  Inadequate direct or remote supervision. Unsuitable leaders.  Ticks – risk of Lymes Disease  Wild animals  Unsafe structures  Roads  Stoves  Campsites | All. Injury/death  All. Injury/death. Lost group.  Emotional harm from being exposed to situations where the level of risk is too high  All. Injury/death  All. Illness/death  All. Illness/death  All. Injury/death  All. Injury/death  Emotional harm from unsuitable experience  All. Injury/death. Lost group.  Emotional harm from unsuitable experience  All. Illness  All. Injury/death  All. Injury/death  All. Injury/death  All. Injury  All. Injury/abduction. Emotional harm from third party interference | * Medical and other information is collected from those with legal responsibility for participant and accessible during the event * Behaviour is monitored during training * Clear ground rules are provided inc no alcohol, smoking or drugs * Participants are briefed on required behavioural standards – supervision provided is enhanced above required minimums where individual RA dictates a need. * Sufficient support is provided for those with medical / learning need   *\* For any identified participants with additional needs that require enhanced/additional controls details must be provided below when approval is sought \**   * All activity is undertaken in compliance with DC guidance for the organisation of offsite events and adventurous activities and the DofE award. This ensures appropriate planning including the use of trained and qualified leaders and suitable and recorded training for participants. All training must be observed and verified by an adult member of the Unit training team. * Details are provided on the submitted DofE Form 5 or via EVOLVE * Leaders and/or group appropriately 1st aid trained and kits carried * Leaders and groups briefed on emergency procedures * All participants have the means to contact emergency services * The final programme is determined by forecast and actual weather conditions * All participants are appropriately equipped * Water must be suitable for use. If collected from streams water must be appropriately treated before use. * All participants to be reminded about the importance of personal hygiene. Hand wipes/cleaning gel recommended * All participants have received specific training regarding avoidance of water hazards as detailed in Guidance Notes- Water Hazards 2011 from the SWMMLTC * Routes are planned to avoid water hazards that may cause harm and the supervision plan identifies specific locations that require attention.   *\* For any identified locations that require enhanced/additional controls details must be provided below when approval is sought \**   * Routes are planned to avoid hazardous steep ground and cliffs that may cause harm and the supervision plan identifies specific locations that require attention.   *\* For any identified locations that require enhanced/additional controls details must be provided below when approval is sought \**   * All activity is undertaken in compliance with DCC guidance for the organisation of offsite events and adventurous activities and the DofE award. This ensures use of an appropriate number of trained and qualified leaders. Any planned remote supervision is flexible and becomes tighter or looser as the situation dictates. * Details of staff are provided on the submitted DofE Form 5 * Participants to be briefed regarding appearance of ticks, removal and signs/symptoms of disease and need for suitable clothing * Participants to be advised to stay away from animals especially ponies in New Forest/Dartmoor area * Participants to be advised to stay away from unsafe structures. E.g log piles, mine shafts, old buildings * Routes are to avoid the use of roads other than for short stretches on minor roads. Training must be provided. * Training must be provided/overseen by appropriately experienced adult staff. Fuel bottles with a safety valve must be used. Gas stoves must have self-sealing cylinders. * All participants are provided with training on what action to take in the event of third party interference   *\* For any identified locations that require enhanced/additional controls details must be provided below when approval is sought \** | Low  (This may need changing for individual specific participants)  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low  Low |

**This part of the Risk Assessment must be completed by the organiser to detail any additional hazards specific to the trip, identified during planning, and the proposed controls to reduce the chance of harm to an acceptable level**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard / Risk**  Things at the venue, parts of the activity etc that could cause harm | **Who is at risk?**  **What harm could be caused?** | **Current Controls in Place**  Are they adequate?  Is the risk acceptable? | **Level of Residual Risk**  Low, medium, high |
| **State hazards that require additional specific controls identified during planning** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard / Risk**  Things at the venue, parts of the activity etc that could cause harm | **Who is at risk?**  **What harm could be caused?** | **Current Controls in Place**  Are they adequate?  Is the risk acceptable? | **Level of Residual Risk**  Low, medium, high |
|  |  |  |  |

