

# OXFORDSHIRE OPEN AWARD

## Expedition Generic Risk Assessment

**Version 4.0**

**19<sup>th</sup> March 2019**

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## Modification History

Date	Version	Author	Comments
24/1/16	1.0	Andy Pope	Initial version from Oxfordshire County Council generic risk assessment for 2015-16
2/3/17	2.0	Andy Pope	Annual review. Addition of use of bothy bags as a control measure on hypothermia risk following feedback from AALS. Realignment of some cosmetics.
3/3/18	3.0	Andy Pope	Annual review. Data pertaining to individuals to be used in line with the organisation's data protection policy
8/2/19	3.1	Andy Pope	Annual review, remove potential impact column as too subjective to be of value. Additional checks for gas stoves.
18/3/19	3.2	Andy Pope	Updates following review by Keith Shackleton
19/3/19	4.0	Andy Pope	Issue after annual review.

Document Review Frequency: At least every 12 months.

Date of next review of this document: 1<sup>st</sup> February 2020

## Introduction

This document identifies sources of potential harm to both participants and volunteers whilst on a Duke of Edinburgh's Award expedition. It describes potential consequences and the control measures to be put in place to reduce either the probability of harm and/or the extent of harm caused. It should be read in conjunction with the OxDofE Health and Safety policy.

This document has been sourced from the Generic Risk Assessment that had previously been maintained by Oxfordshire County Council (OCC) for use by all of the DofE centres operating under its licence. With the OCC decision to no longer support the award, OxDofE will commit to maintaining this document and will make it freely available to any DofE centre in Oxfordshire who wants to make use of it. In doing this OxDofE accepts no liability whatsoever in relation to any errors or omissions in this document, or for any harm that may occur as a result of this document by any outside organisation.

It is expected that the expedition leadership will also engage with a dynamic risk assessment of any unforeseen potential hazards encountered.

OxDofE Non-expedition specific related risks have been identified separately in the Generic Risk Assessment.

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HAZARD	CONSEQUENCES	CONTROL MEASURES
<p><b>TRANSPORT</b></p> <p>Road Traffic Accident /Breakdown</p>	<p>Serious injury, death, delays, cancellation of venture</p>	<ul style="list-style-type: none"> <li>• All minibus drivers must hold a valid, appropriate driving licence and a relevant minibus driving permit as required by their organisation. In the absence of the D1 category on the driving licence, please consult your establishment for guidance.</li> <li>• All private vehicles used are suitable and fit for purpose. The drivers are competent, and both vehicles and drivers are appropriately insured.</li> <li>• The Head of Establishment will ensure that each driver of a private vehicle has the necessary insurance.</li> <li>• Prospective drivers with 5-8 penalty points will only be allowed to drive at the discretion of the Head of Establishment.</li> <li>• The vehicle documentation (registration, insurance and MOT) is valid. Originals will be verified before the start of the visit.</li> <li>• The driver has previously driven the vehicle to be used before the participants travel.</li> <li>• An adequate route plan will be prepared and the driver(s) will acquaint themselves with it before the start of the journey.</li> <li>• Where minibuses are used, two drivers for each vehicle will be deployed wherever possible. For short journeys, a single driver is supported by a responsible adult as a minimum requirement. Where there is a single driver then there is a viable backup plan should the driver become incapacitated due to illness or injury.</li> <li>• The driver will make a pre-vehicle inspection check before start of journey.</li> <li>• All passengers use forward facing or rear facing seats with seat belts.</li> <li>• The luggage will be securely stowed, allowing good all-round visibility and clear access to doors.</li> <li>• The driver will be responsible for safe stowage of all flammable items, including supplies of all types of fuel.</li> <li>• All passengers will mount/dismount the vehicle only when the vehicle is parked in a safe location and instructed to do so by the driver.</li> <li>• All minibuses used for Educational purposes (not exceeding 16 passenger seats) must display a valid Section 19 Permit</li> <li>• Each driver will take a reasonable break after driving for 2 hours.</li> <li>• The vehicle is regularly maintained by competent contractor.</li> <li>• Arrangements for roadside assistance will be in place before departure.</li> <li>• In the event of a breakdown, occupants will exit vehicle to a safe location.</li> <li>• Emergency contact in place to support dissemination of information.</li> <li>• A driver declaration form to be completed by any car driver, where their vehicle may be used to transport participants arising from an unplanned event.</li> </ul>

HAZARD	CONSEQUENCES	CONTROL MEASURES
<b>EQUIPMENT</b> Unsuitable equipment/ Loss of equipment	General Injury, lack of protection / emergency shelter,  Injury from fall, pulled muscles, twisted ankles, withdrawal from training / expedition	<ul style="list-style-type: none"> <li>• The staff will ensure that kit is appropriately checked and fit for purpose prior to the venture. Particular attention will be applied to the consequences of seasonal weather variation. The inclusion of survival bag and emergency rations.</li> <li>• Where appropriate, spare equipment may be stored in a support vehicle. Participants advised of correct kit and importance of looking after it.</li> <li>• Repair kits and essential spares will be readily available.</li> <li>• The participants are trained in the concepts of manual handling, correct load distribution, lifting and carrying loads and adjusting rucksacks fittings to suit person.</li> <li>• Staff will make visual checks of rucksacks and advise participants of appropriate loads and adjustments.</li> <li>• The leaders are aware of the limited carrying capacity of smaller participants and those with particular attributes and needs. Arrangements will be made for smaller participants to carry essential items with some items pre-positioned where necessary.</li> <li>• Rucksacks will be weighed and assessed for correct load distribution before departure.</li> <li>• Participants to be reminded to adjust rucksacks promptly, if needed.</li> </ul>
Stoves and Fuel	Fire, burns, scalds, explosion, fume inhalation	<ul style="list-style-type: none"> <li>• The staff and participants will inspect stoves before use/departure. Only stoves in correct working condition will be used.</li> <li>• Gas stoves to be tested at least annually for safe operation, with detailed visual inspection of flexible hoses.</li> <li>• Participants will be trained and competent in use before departure. All to have an understanding of the potential risks of fire and explosion.</li> <li>• Any participants providing their own stoves to demonstrate safe use of the stove before use/departure.</li> <li>• Staff will ensure that a 'plunge water' facility or other appropriate provision for the immediate treatment of burns is available when stoves are used.</li> <li>• Staff to hold appropriate first aid qualifications and participants trained in basic outdoor First Aid</li> <li>• Stoves to be used away from tents and vehicles (Ideally 5 metres).</li> <li>• All cartridges/cylinders will be self-sealing. Stoves with a spike within the burner head to pierce the cylinder will not be used.</li> <li>• Methylated spirits will be stored in purpose designed safety containers. (e.g. Trangia safety tops)</li> <li>• Meths and other fuels will be stored in a designated 'fuel dump' situated down wind, and 5 metres away from tents and lighted stoves and lamps. All pouring of fuel will be undertaken in the designated area.</li> <li>• The placement of all stoves will be sufficiently far apart to prevent inadvertent ignition of vapour.</li> </ul>

HAZARD	CONSEQUENCES	CONTROL MEASURES
		<ul style="list-style-type: none"> <li>• The participants will be trained to refill fuel into a cold burner pot.</li> <li>• All participants will be trained to place the lid on the burner pot when transporting fuel back to the stove.</li> <li>• All participants will be trained to burn off any surplus fuel in the burner at the end of the cooking session.</li> <li>• All participants will be trained to light gas Trangia's before placing the windshield into position should there be no wind and the danger of a build-up of gas resulting from a delay in lighting it.</li> </ul>
<b>JOURNEYING and CAMPING</b> Poor water quality/supply	Sickness, dehydration, water borne disease	<ul style="list-style-type: none"> <li>• Participants will be trained in procedures to access clean water and conserve water quality at campsites and in remote areas.</li> <li>• Adequate clean &amp; fresh water to be provided by leaders to participants when / where appropriate, especially in hot conditions where dehydration is like to occur.</li> <li>• Good hygiene standards taught in relation to spread of viruses/disease (in particular those associate with water based activities)</li> </ul>
Barriers, fences and gates	Personal injury, damage to property	<ul style="list-style-type: none"> <li>• Participants will have knowledge and understanding of the Countryside Code and know how to correctly use gates and stiles.</li> </ul>
Livestock & dogs  Foxes	Injury, stampede, livestock escape  Personal injury (physical / psychological), damage to property	<ul style="list-style-type: none"> <li>• Participants will be trained in appropriate behaviour when passing through and beside fields containing livestock.</li> <li>• Participants to be warned not to approach / touch unknown dogs.</li> <li>• All gates to be left as intended.</li> <li>• Share knowledge of where foxes have attacked camps. Where this is an issue consider alternative sites.</li> </ul>
Crossing / walking / cycling on roads	Injury or death	<ul style="list-style-type: none"> <li>• Avoid major roads where possible and reduce to a minimum.</li> <li>• Consideration should be given to the wearing of luminous bands and the use of torches in reduced visibility.</li> <li>• Direct supervision by responsible adults to be considered where necessary.</li> </ul>

HAZARD	CONSEQUENCES	CONTROL MEASURES
		<ul style="list-style-type: none"> <li>• Participants will be trained to walk single file on grass verges, or well-spaced on the road facing the oncoming traffic.</li> <li>• Participants are trained to cross roads at sites that give good visibility to traffic.</li> <li>• Participants will receive adequate training in cycle proficiency and wear appropriate safety equipment.</li> </ul>
<p>Crossing of railway lines</p> <p>Water hazards (rivers, lakes etc)</p> <p>Adverse weather conditions /Reduced visibility</p>	<p>Injury or death</p> <p>Drowning</p> <p>Getting lost or disorientated, injury from unsafe terrain, hypothermia, heat exhaustion</p>	<ul style="list-style-type: none"> <li>• Where planned routes cross railway lines (especially footpaths) supervisors to check out beforehand to check for the presence of a suitable bridge.</li> <li>• If the crossing is of the 'open the gate yourself, look &amp; listen and then cross when safe type' then avoid if at all possible, amending routes as needed. If not possible to avoid, then groups to be directly supervised when crossing by a responsible adult.</li> <li>• Direct supervision by responsible adults to be considered where necessary.</li> <li>• Supervisors to perform dynamic risk assessments for potentially hazardous water crossings and to take appropriate actions.</li> <li>• Participants adequately trained for water based ventures and appropriate safety equipment worn.</li> <li>• Direct supervision by responsible adults to be considered where necessary.</li> <li>• Participants will be trained in reduced visibility navigation and the development and implementation of alternative plans.</li> <li>• Participants will be trained in relocation techniques and 'lost' procedures before setting out unaccompanied.</li> <li>• Emergency telephone numbers are provided to contact supervisors.</li> <li>• Consider the positioning of a responsible adult in an appropriate place to safeguard from known high risk locations.</li> <li>• Dynamic ongoing risk assessment by supervisor in relation to safety party and planned route</li> <li>• Emergency escape routes planned and documented.</li> <li>• Leaders and participants to be aware of potential risks and the need plan and use escape routes as necessary</li> <li>• Leaders to be encouraged to carry 'bothy bags' / group shelters for use when meeting groups in poor weather (especially in 'wild country') to provide shelter at lunch stops etc.</li> </ul>
<p>Inadequate remote supervision by staff</p>	<p>Lack of support in the event of an emergency</p>	<ul style="list-style-type: none"> <li>• Training/expeditions supervised by a qualified adult/s and supporting staff.</li> <li>• Staff to undergo appropriate expedition supervision training.</li> <li>• Participants to receive adequate training to enable self-sufficiency prior to setting out unaccompanied.</li> </ul>

HAZARD	CONSEQUENCES	CONTROL MEASURES
Negligence of campsite owner / accommodation providers	Personal Injury and inadequate Public Liability cover to cover claim	<ul style="list-style-type: none"> <li>• Accommodation used for groups must hold Public Liability cover, except those in remote locations that have no facilities.</li> <li>• Accommodation to be risk assessed prior to visit.</li> <li>• A dynamic (ongoing) risk assessment is to be carried out by the supervisor and any appropriate action taken.</li> <li>• Participants to use a personal torch when moving about the site at night.</li> <li>• Safety and safeguarding issues to be discussed as part of participants training.</li> </ul>
<b>HEALTH AND WELLBEING</b> Pre-existing Medical conditions	Impairment to health	<ul style="list-style-type: none"> <li>• All leaders, volunteers and participants will complete a Medical form during the planning/preparation phase.</li> <li>• Staff, participants and parents will be made aware of the 'need to know' protocol in order to ensure the health, safety and wellbeing of all.</li> <li>• The management of any known medical condition will be agreed with individual participant(s) and parent(s) before departure.</li> <li>• A named Leader will hold the Medical forms.</li> <li>• Each participant has a copy of their Medical form in their rucksack.</li> <li>• All data relating to the health of individuals to be kept according to the data protection policy of the organisation.</li> </ul>
Risk of Hypothermia	Disorientation, withdrawal from expedition,	<ul style="list-style-type: none"> <li>• Participants clothing (especially waterproofs) to be checked as fit for purpose prior to expedition start.</li> <li>• Participant groups and all staff will carry First Aid Kits and will be trained and competent in their use.</li> <li>• Training given in the effects and causes of hypothermia and treatment.</li> <li>• All participants and staff understand the importance of keeping warm and eating well to maintain sugar levels.</li> <li>• All carry survival bag and emergency rations</li> </ul>
Exposure to sun	Heat stroke, sun burn, dehydration, withdrawal from expedition	<ul style="list-style-type: none"> <li>• All participants and staff understand the hazards of exposure to the sun. Sunglasses, hats, appropriate covering clothing and sunblock will be used in sunny /hot conditions.</li> <li>• All participants and staff understand the importance of liquid intake and implement this. All will carry filled water bottle(s).</li> <li>• Additional clean &amp; fresh water to be provided by the leaders when appropriate.</li> </ul>

HAZARD	CONSEQUENCES	CONTROL MEASURES
Blisters, sores	Infection, withdrawal from expedition	<ul style="list-style-type: none"> <li>• All participants and staff will be trained in foot care. Individuals will carry plasters etc. for preventative and remedial action.</li> <li>• Participants to be reminded to stop and sort any problems as soon as they are identified.</li> </ul>
Slips & Falls	Broken bones, tissue injury, withdrawal from expedition	<ul style="list-style-type: none"> <li>• Participants to be trained to walk appropriately.</li> <li>• Participants to be properly equipped – i.e. to wear boots with ankle support &amp; adequate tread.</li> </ul>
Ticks	Infection	<ul style="list-style-type: none"> <li>• All participants to be made aware of the risks of Lymes disease and the need to consult a doctor if this is suspected.</li> <li>• All participants and staff will be trained in making personal body checks for ticks, and the importance of covering limbs in bracken areas. Specialised tick removers/tweezers will be carried in First Aid Kits.</li> </ul>
Weil's disease (from rat's urine)	Infection	<ul style="list-style-type: none"> <li>• All participants to be made aware of the risk (especially for water based expeditions) and to consult a doctor if this is suspected</li> </ul>
Poor personal hygiene	Infection, illness	<ul style="list-style-type: none"> <li>• All participants to understand the importance and implementation of safe standards of personal hygiene.</li> <li>• Participants who will be wild camping to be trained in appropriate toilet techniques.</li> <li>• Consideration will be given to toilet, hand washing and drinking water facilities, in relation to the number and mix of persons present, including the public</li> </ul>
Poor food hygiene	Stomach upsets, poisoning	<ul style="list-style-type: none"> <li>• Staff will ensure consideration of the management of ill staff or participants.</li> <li>• Participants will be trained in safe food handling techniques relevant for the expedition environment, particularly hand washing before handling food and drink, and making suitable choices of non-perishable food.</li> </ul>
Inappropriate handling of situations	Further harm, negative press	<ul style="list-style-type: none"> <li>• All field staff, home-based contacts and participants will be trained in emergency procedures.</li> <li>• Leaders to be aware of emergency contact numbers in the event of a serious injury. DofE – 01753 727 400.</li> </ul>