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Helping Youth & Community from Start to Finish

### OnTrak Off-Site Camping Risk Assessment

<b>Approved By</b>	<b>Adrian Woods</b>
<b>Date</b>	<b>1/09/2023</b>
<b>Next Review Date</b>	<b>31/08/2024</b>

<b>Risk Assessment – Camping</b>			
<b>Hazard</b>	<b>People Harmed</b>	<b>Risk Control</b>	<b>Further Action</b>
Scalds and burns from cooking	All	<ul style="list-style-type: none"> <li>• AMW supervises all cooking</li> <li>• Participants only use stoves after instruction</li> <li>• Ensure cold water is available</li> <li>• Ensure First Aid kit is available</li> </ul>	Staff to do cooking and supervise
Food Poisoning – sickness etc	All	<ul style="list-style-type: none"> <li>• Ensure adequate clean drinking water supply</li> <li>• Ensure food is cooked thoroughly</li> <li>• Ensure food stored safely even in hot weather</li> <li>• Ensure clean equipment, facilities and hand washing</li> <li>• Ensure food is within date</li> </ul>	Staff to check and have relevant health and hygiene certificates
Poor Hygiene – sickness, upset stomach etc	All	<ul style="list-style-type: none"> <li>• Ensure campsite has suitable toilet and washing facilities available</li> <li>• Ensure water is available for hand washing prior to preparation and eating of food</li> </ul>	Staff to check prior to camping trip
<p>Injury due to carrying heavy loads – tents, water containers etc</p> <p>Includes back problems, muscular strains etc</p>	All	<ul style="list-style-type: none"> <li>• Weight of loads carried to be controlled by participants – consider weights before lifting, manual handling principles enforced, pack sensibly</li> <li>• Use trolleys / wheelbarrows for larger loads</li> <li>• Water containers to be of suitable size</li> <li>• Sharing loads with others</li> </ul>	Staff to supervise – if injury occurs - control communications with parents. Contact appropriate organisation (school / LA / care home) as soon as possible. If emergency services needed, co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.

Cold / Wet Weather – hypothermia	All	<ul style="list-style-type: none"> <li>• AMW to brief all participants on appropriate clothing (waterproofs, warm clothes, changes of clothes etc)</li> <li>• Ensure tents have good ground insulation</li> <li>• Ensure sleeping bags and tents are in good condition</li> </ul>	<p>Staff to monitor and check before leaving OnTrak.</p> <p>Should any participant suffer hypothermia, communications as above to be conducted plus wrap the participant up and keep warm.</p>
Warm / Sunny Weather – sunburn, sun / heat stroke	All	<ul style="list-style-type: none"> <li>• Ensure all participants stay hydrated</li> <li>• Ensure plentiful water supply</li> <li>• Ensure participants are advised to wear sunscreen (recommended minimum of SPF 20) and that after sun is available</li> <li>• Plan activities outside the hottest time of day</li> </ul>	<p>Staff to brief participants on this.</p> <p>Should any participant suffer heat stroke or very bad sun burn, communications as above to be conducted plus ensure participant remains cool.</p>
Injuries due to falling / tripping	All	<ul style="list-style-type: none"> <li>• Health and Safety walk around site</li> <li>• Extra care to be taken when moving around the site after dusk</li> <li>• Advise participants to carry torches / head lamps at night</li> <li>• Guy lines should be kept short and away from main access routes</li> <li>• Tent pegs should be driven straight into the ground and not protrude</li> </ul>	<p>Staff to supervise.</p> <p>Should any injuries occur that cannot be handled on site using first aid, communications as above to be used.</p>
Disposal of personal rubbish / general waste	All	<ul style="list-style-type: none"> <li>• Rubbish bins to be provided on site</li> <li>• Ensure any sharp items like tins etc are disposed of properly</li> </ul>	<p>Staff to supervise participants</p>
Travelling	All	See the Risk Assessment for Mini-bus and Car	Staff to brief students

Child Protection	Young People	<ul style="list-style-type: none"> <li>• Supervision of young people at public toilets. The age and maturity of the young people will have to be taken onto account.</li> <li>• Any disagreements or inappropriate behaviour between young people while camping will be addressed immediately and this may result in a young person(s) being removed from the camp site and other agencies involved. (See OnTrak’s Behaviour and Statement of Behaviour Principles Policy 2022-2023 for more information).</li> </ul>	<p>All staff DBS and up to date child protection training.</p> <p>Any disagreements or inappropriate behaviour will be addressed as per OnTrak policy. Communications will be made as above.</p>
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All students (parents / carers) will have signed the participation form and Student Code of Conduct for off-site activities and will be briefed prior to the trip on expected behaviours and who to go to in case of emergency or incident.

**Contacts and Numbers**

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