



Helping Youth & Community from Start to Finish

OnTrak Off-Site Camping Risk Assessment

Approved By	Adrian Woods
Date	1/09/2024
Next Review Date	31/08/2025

Risk Assessment – Camping			
Hazard	People Harmed	Risk Control	Further Action
Scalds and burns from cooking	All	<ul style="list-style-type: none"> • AMW supervises all cooking • Participants only use stoves after instruction • Ensure cold water is available • Ensure First Aid kit is available 	Staff to do cooking and supervise
Food Poisoning – sickness etc	All	<ul style="list-style-type: none"> • Ensure adequate clean drinking water supply • Ensure food is cooked thoroughly • Ensure food stored safely even in hot weather • Ensure clean equipment, facilities and hand washing • Ensure food is within date 	Staff to check and have relevant health and hygiene certificates
Poor Hygiene – sickness, upset stomach etc	All	<ul style="list-style-type: none"> • Ensure campsite has suitable toilet and washing facilities available • Ensure water is available for hand washing prior to preparation and eating of food 	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"> • Weight of loads carried to be controlled by participants – consider weights before lifting, manual handling principles enforced, pack sensibly • Use trolleys / wheelbarrows for larger loads • Water containers to be of suitable size • Sharing loads with others 	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"> • AMW to brief all participants on appropriate clothing (waterproofs, warm clothes, changes of clothes etc) • Ensure tents have good ground insulation • Ensure sleeping bags and tents are in good condition 	<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"> • Ensure all participants stay hydrated • Ensure plentiful water supply • Ensure participants are advised to wear sunscreen (recommended minimum of SPF 20) and that after sun is available • Plan activities outside the hottest time of day 	<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"> • Health and Safety Walk around site • Extra care to be taken when moving around the site after dusk • Advise participants to carry torches / head lamps at night • Guy lines should be kept short and away from main access routes • Tent pegs should be driven straight into the ground and not protrude 	<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"> • Rubbish bins to be provided on site • Ensure any sharp items like tins etc are disposed of properly 	Staff to supervise participants
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"> Supervision of young people at public toilets. The age and maturity of the young people will have to be taken onto account. 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). 	<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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