

RISK ASSESSMENT - Generic Remote Supervision [Expeditions]

Hazards	Who might be harmed and how?	Control Measures
Weather extremes, prolonged exposure to weather (hot and cold) and significant changes in weather than was forecast	<p>Participants, supervisors, and assessors</p> <p>Risk of hypothermia, due to cold, wet and/or windy weather</p> <p>Heat exhaustion; sunstroke; sunburn in warm conditions.</p> <p>Injury due to lightning strike.</p> <p>Injury due to slips/falls, especially if rocks/grass are wet.</p>	<p>Participant teams undertaken pre-expedition training and are aware of items such as:</p> <ul style="list-style-type: none"> -Trained in hypothermia symptoms and how to treat. -Trained in hyperthermia symptoms and how to treat. -Trained in where and where not to be when lightning is imminent. -Trained in incident management if a participant is seriously injured. <p>Adequate clothing is available (sun hat, long sleeved top, rain coats), consider sun tan lotion, check if sufficient water is available.</p> <p>Check boots with good grip to be worn and ankle support.</p> <p>Appropriate sleeping provision – sleeping bags are appropriate to the weather conditions. Checked prior to departure.</p> <p>Tents of suitable quality to minimise impact of significant wind and rain.</p> <p>Adjustments to route planning linked to weather e.g. more breaks in hot weather. Completed prior and during expedition. Checked by supervisors as appropriate at rendezvous points.</p>
Getting lost	<p>Participants and supervisors.</p> <p>Injury dues to exposure or entering inappropriate locations.</p> <p>Illness due to individual needs.</p>	<p>Planning stage – training includes significant navigation work. Competency checked by supervisors. Activity is matched to participants' needs and abilities.</p> <p>Route, escape route and alternative routes known by participants, supervisors, home base contacts and other appropriate persons.</p> <p>Expected departure and arrival times known.</p> <p>Effective remote supervision matched to participants' needs, terrain and DofE levels. Appropriate rendezvous points planned and changed as required. These are linked to potential risk points. Supervision adjusted by supervisors where appropriate.</p> <p>Under normal circumstances, participants will not journey and navigate alone.</p> <p>Competent supervisors supported via appropriate training.</p>
Steep, broken terrain, slippery rock or grass, muddy or loose paths.	<p>Participants and supervisors.</p> <p>Possibility of injury due to slips, stumbles or falls in ascent/descent.</p>	<p>Route chosen at the planning stage and is appropriate to participants and supervisors' abilities, equipment and prevailing conditions and that the participants are aware of any elements of risk.</p> <p>Participants aware via planning stage of changes in topography and conditions.</p>

	<p>Risk of injury due to stone fall, either natural or caused or others.</p>	<p>Supervisors plan appropriate rendezvous points via map (remote supervision) linked to route, DofE stages and needs of the group.</p> <p>Effective remote supervision communication with participants.</p> <p>Supervisors know physical and medical needs via Key Information and Consent (KIC) forms or consent / medical declaration depending on young people. Dealt with sensitively and appropriately when supporting route planning.</p> <p>Escape routes identified at the planning stage – known by participants, supervisors and home base contact/s / other relevant persons.</p> <p>Alternative routes are identified so the group can respond to changes in conditions. known by participants / supervisors and communicated to home base contacts and</p> <p>Routes and expected departure and arrival times known by home base contact/s and other appropriate persons linked to context of expedition.</p> <p>Ensure suitable footwear is worn.</p> <p>Have an awareness of mobile signal provision. Plan methods of communication e.g. via rendezvous points and expected arrival times via known routes.</p> <p>Rucksacks checked in the planning stage, prior to departure and during the expedition by participants and supervisors (where appropriate)– weight and quality of kit. Ensures stability when walking.</p>
<p>Unsuitable location for camping.</p>	<p>Participants and supervisors.</p> <p>Drowning via floodwater. Injury from falling trees or branches. Negative interaction with public.</p>	<p>Suitable camping arrangements (or other sleeping arrangements) confirmed via the planning stage.</p> <p>Plan for relatively flat locations; avoiding flood plains and other areas at risk of significant or localised flooding; and places that can be affected by falling trees or branches.</p> <p>Effective supervision plans in place – remote or direct supervision depending on the level of DofE.</p> <p>Report near misses so future groups can learn from the past.</p> <p>Clean water provision considered</p> <p>Normally at least two participants per tent.</p>
<p>Hot stoves, flammable materials.</p>	<p>Participants (and supervisors if using stoves).</p> <p>Not taking care when changing cylinders or refilling stoves can cause flare ups.</p> <p>Knocking over stoves can cause burns and/or fires.</p>	<p>Participants are trained pre-expedition on how to cook safely and how to treat burns. Competency assessed by supervisors.</p> <p>Participants and supervisors follow guidance provided by stove manufacturers.</p> <p>Stoves must be refilled a safe distance away from other stoves that are in use.</p>

	Spilling hot liquids & items can cause burn.	No stoves in or close to tents. Stove placed on flat ground. First aid kit available.
Food poisoning.	Participants and supervisors. Sickness, diarrhoea and dehydration.	Pre-expedition training on effective hygiene. Appropriate kit confirmed and carried. Pre-expedition training on cooking, ensuring all food is cooked. Menus checked and confirmed at the planning stage. Food cooked as per instructions on packets/containers. Clean water used to wash containers (see Water Provision risk assessment and guidance notes). Hand gel used before, during and after cooking.
Lack of clean water for drinking, cooking and cleaning.	Participants and supervisors. Sickness, diarrhoea and dehydration.	Sufficient consideration must be required in regards to ensuring participants have access to clean water in sufficient volumes.
Water hazards such as burns, rivers, and marshy ground.	Participants and supervisors Streams in spate may result in lengthy detours leading to risk of exhaustion and hypothermia. Possibility of slipping or falling into water resulting in immersion hypothermia. Risk of drowning. Risk of physical trauma. Reservoirs/Lochs. Risk of drowning if participants go swimming. Supervisors do not have lifesaving qualifications.	Participants have been instructed on the danger of fast flowing streams and are to avoid crossing them. Routes, alternative routes and escape routes identified and hazards checked at the planning stage. Streams which are candidates for being in spate have been identified during route planning and appropriate avoiding action determined. Effective remote and direct supervision planned by supervisors to minimise risks. Clear code of conduct shared with participants regarding water. No swimming in water unless this is a pre-planned activity, supervised by competent persons, identified in the EX approval form and approved by a technical adviser, risk assessed, and lifeguards available.
Ticks.	Participants and supervisors. Risk of contracting Lyme's Disease if bitten by an infected tick.	Training on being aware of the signs & symptoms of Lyme's Disease has been given. Also, advice on suitable clothing and removal techniques has been given. All 1 st aid kits have a tick removal weapon
Walking on roads.	Participants and supervisors. Accidents can occur when walking on roads, in particular at bends and when crossing. Risk of major injury/being killed.	Team members have been instructed on how to walk & cross on roads safely. Always walk on the side of on-coming traffic, unless it is not safe to do so. Consider using hi-visibility vests when walking on roads and using lights if it is dark or in conditions of poor visibility.

Unused boots.	Participants and supervisors. Badly fitting boots can cause blisters.	Participants are aware that boots must be well worn in before wearing them for the expedition. Blister kits carried.
Cattle/Horses etc.	Participants and supervisors. Large animals can be dangerous under certain conditions – most likely after they have given birth and are defending their young.	Participants and supervisors aware of the dangers and should avoid wherever possible, identify escape routes and be particularly aware if there are calves present.
Negative behaviours from members of the public.	Participants and supervisors. Physical or verbal abuse.	Effective remote supervision procedures in place, including communication arrangements with supervisors. Near misses reported to identify any known issues e.g. previous issues with landowners. Scenarios discussed with participants. Actions and responses discussed. Groups stay together. Nobody left alone.
Participant and supervisors' needs unknown.	Participants and supervisors. Illness or injury linked to individual persons.	Reasonable attempts made by supervising staff to know and plan for individual needs, resulting in reasonable adjustments any individual needs. Includes information captured via KIC participant and KIC adult forms. Should be completed at the planning stage, allowing sufficient time to make reasonable adjustments and consult with external persons. Planning stage: supervising staff incorporate individual needs sensitively and appropriately. Participants aware as appropriate and in partnership with the individual and parents. Medical provision is planned. Checks are made prior to departure. Clear roles and responsibilities identified. Participants and supervisors with significant needs have an individual risk assessment. The need for an individual risk assessment is decided upon by consulting Heads of Establishments, external agencies and the Sport and Outdoor Learning Unit. Planning stage: expedition monitoring checks agreed via a supervision plan.

Remote Supervision Check List

The remote supervision check list is to help support managers, instructors, freelancers, supervisors, and assessors to ensure that both staff and young people are adequately prepared for this heightened risk associated with remote supervision scenarios. Please read the check list prior to the session and again with the DofE groups and discuss each question.

1) **Are the supervising staff qualified and/or competent to run the activity?**

- Are these qualifications current and up to date?
- Do you have evidence of this? Is it required?
- What are the limitations of the instructors / qualified staff?
- Who else can offer support if required? Peter at MY Adventure etc.
- What is his number

2) **Has additional training for staff been provided where necessary?**

- Do staff fully understand the route and emergency procedures?

3) **Has appropriate and adequate training been provided to participants?**

- What has the nature and level of training been?
- What to do in the case of an injury? What if the group gets slip up? What if it goes dark when not at camp?

4) **What is the level of supervision required for these participants?**

- Has the nature and level of supervision been discussed and agreed with the group and staff (shadowed, check point, phone in, SPOT device, emergency numbers)?

5) **Have all reasonable steps been taken to ensure the safety of the activity itself, the environment and equipment?**

- Weather forecast? Plan A, B and C?
- Equipment checks by staff and students? Would this be appropriate?

6) **Have the group been adequately advised on safety matters?**

- How and when should they seek help?

7) **Are the group prepared for the activity, including attention to footwear, clothing and equipment and carrying full maps (i.e. not just a printed sheet of their routes)?**

- Has this been checked?
- Do they know how to use it?
- Is the evidence documented – if so – where?

8) **Is the activity appropriate for the group, and the manner in which it was carried out consistent with regular and approved practice in other similar situations?**

- Has appropriate consent (in the case of under 18s) been obtained?
 - Has a comprehensive risk assessment been carried out, documented and communicated to all concerned?
 - Are the staff aware of any relevant special needs and have they taken steps to cater for these requirements?
 - Are all procedures carried out following organisational guidelines, including necessary approvals?
 - Are the staff and group aware of, and familiar with emergency procedures?

9) **Finally, have any incidents been efficiently handled, without undue delay, following organisational emergency procedures?**

If you have any questions or concerns please discuss with a senior member of MY Adventure / Intrepidus Staff.