

Offsite Risk Assessments Extracted from Safety Rules and Risk Management Systems as at 25.11.20

Orienteering

Normal ratio	1:24
Minimum number of instructors	1
Hazard / Risk	Action Required / Control Measures
Inappropriate Behaviour	<p>Group individual awareness and supervision.</p> <p>Segregate participants where appropriate.</p> <p>Participant briefing.</p>
Getting lost	<p>Whistles to be carried to summon help.</p> <p>A cut off time will be agreed and made known to all participants.</p> <p>If undertaken at night a torch must be carried.</p> <p>Course selection should be matched to the student's individual abilities, and the level of difficulty should be increased progressively.</p> <p>Make sure the students are aware of the operating area, out of bounds areas, local hazards and any distinctive boundaries.</p> <p>Consider using a safety bearing.</p> <p>Make sure students know what to do if they get lost.</p> <p>Consider pairing less able students with a more able student."</p>
Injury to head and eyes from sharp branches	<p>Consider use of eye protection or avoid any densely wooded areas.</p>

Camp Fires, Kelly Kettles and Stoves

Camp Fires	
Hazard / Risk	Action Required / Control Measures
Clothing catching alight / Burns	Fire site introduction and management Explanation of the fire site layout Keeping a safe distance away from fire at all times Secure or remove dangling clothing & long hair Water carrier available to cool minor burns and douse flames. First Aid kit to hand
Fire becomes too large / Burns	Fire management explained Verbal warning of risk Using a fire bowl to contain fire where available Instructors to monitor the size of fuel Water Carrier Available Instructors to extinguish fire if it becomes dangerous Instructors to manage and monitor fire
Fire during dry periods / Forest Fire / Burns	Judgement of the risk by instructors Avoid the use of fire during very dry periods Fires kept in fire site/stone circle Avoid fires on coniferous forest floors Locate fire sites on earth or rock Dampen ground surrounding the fire site Water carrier available
Falling into fire / Burns	Fire site management Verbal warning of risk Remove trip hazards from fire site
Spitting embers / Burns / Damage to clothes	Verbal warning of risk Keep a safe distance whenever possible Use well-seasoned wood if available
Tarp/Tent Catching Fire / Burns/ Damage to equipment	Camping tarps and tents located away from fire/fires away from tents & tarps Fire tarp to be in high set up Limit the size of fire under a tarp
Smoke inhalation / Breathing difficulties	Verbal warning of risk Avoid smoky areas



Kelly Kettles	
Hazard / Risk	Action Required / Control Measures
Placing/removing Kelly Kettle from base / Burns from chimney	Verbal warning of risk Handle with care Done by instructor only
Kelly Kettle falling over / Burns from hot water	Verbal warning of risk Introduce safe zone around the kettle Kettle used on level surface
Kelly Kettle boiling / Burns from over spilling hot water	Verbal warning of risk Introduce safe zone around the kettle Kettle is used with the bung removed Other activities to avoid the area of the Kelly Kettle Kettle not to be filled up to the top Spout to be placed opposite to the fire base vent
Pouring water from Kelly Kettle / Burns from hot water	Verbal warning of risk To be done by instructor only Pouring at arm's length Pour using the bung chain Cups placed securely on the floor whilst pouring

Stoves	
Hazard / Risk	Action Required / Control Measures
Handling and carrying hot pots and pans / Burns	Verbal warning of the risk Trangia specific pan grips and lid lifters available Check route is free from trip hazards First aid kit to hand
Flame burning and refuelling / Burns, scalds, and loss of vital kit such as tents	The stove must ONLY be refuelled when the burner is cool enough to be held. (Consider carrying a spare burner) Check no flame remains in the burner itself once cooking has finished – let stove burn out completely Allocate a specific cooking area and explain the behaviour required in this area. Adequate training in the use of Trangia stoves, the carriage and handling of fuel and the cooking process is essential before any usage. The fuelling of liquid meths must only be from Trangia fuel bottles with a safety valve. Fuelling of stoves must not be carried out within five metres of any tent, bivi or lit stove.



	<p>Care should be taken to avoid spillage.</p> <p>Fuel bottles must be stored at least five metres from any lit stove</p>
<p>Use of Methylated Spirits / Burns / Contamination</p>	<p>Instructor awareness and group control.</p> <p>The fuelling of liquid meths must only be from Trangia fuel bottles with a safety valve.</p> <p>Safety briefing prior to the start of use.</p> <p>Ensure food and drink is not contaminated by meths.</p>
<p>Burns from hot pots and pans / Burns</p>	<p>Adequate supervision and briefing</p> <p>First aid kits must be available</p> <p>Have a source of cooling water available.</p>

Problem Solving Tasks

This covers activities such as simple and non-technical group, 1:1 and individual dynamics, involving use of ropes, poles, balls, etc.

Hazard / Risk	Action Required / Control Measures
Slips	<p>Minimise by choosing locations with good ground conditions in the prevailing weather conditions.</p> <p>Wear appropriate footwear.</p> <p>Monitor throughout and change location if conditions worsen due to trampling or water spillage etc.</p> <p>In marginal conditions, slow down and be extra vigilant.</p>
Trips	<p>If possible, remove unnecessary obstructions.</p> <p>Point out the remaining obstructions such as those that form part of the task.</p>
Falls	<p>If a fall is possible select the activity appropriate to underfoot conditions, ie. grass versus concrete.</p> <p>Remove obstacles in potential landing zones such as rocks, branches, or equipment.</p> <p>Brief 'spotters' if falls are likely or avoid particular activity.</p> <p>Consider if helmets would create or control a hazard.</p>
Impact with object	<p>Choose soft objects if they are to be passed quickly or thrown.</p> <p>Make sure harder objects are passed carefully.</p> <p>Carry long objects vertically when possible (eg broom handle or canoe pole) or horizontally with someone holding each end. (eg rafting spar).</p> <p>Beware eye injuries from sticks, poles, or low branches</p> <p>Avoid running near hard or sharp objects.</p> <p>Consider if helmets or eye protection should be worn.</p>
Cuts from sharp objects	<p>Remove sharp points, edges, or splinters when possible.</p> <p>Where not possible brief participants to be cautious.</p> <p>Wear gloves if appropriate (eg. when crate stacking)</p>
Strains from lifting heavy objects	<p>If an object looks unmanageable for an individual or group avoid using it.</p> <p>Share the load if possible.</p> <p>Teach good lifting techniques; Plan, clear the route, position close, stable base, legs flexed, back S shaped, good grip, lift and lower with the legs, avoid twisting.</p>
Trapping or crushing	<p>When moving objects beware fingers and toes getting trapped between objects, especially when lowering into place.</p> <p>Beware longer, linked objects creating a scissoring effect.</p>

Covid Transmission

For broader Covid-19 guidance refer to 'Core Land Risk Assessments - Additional Covid-19 Measures' section within this document.

In particular for Problem Solving Tasks consider the following:

- Remember: Hands – Face - Space
- Sanitise hands frequently
- Follow the latest local guidance.
- Disinfect or quarantine kit (72hrs) between users.
- Have sufficient items to avoid sharing if possible.
- Consider disinfecting shared objects (fomites) every 20 minutes.

Covid 19 Risk Assessment

As we learn more about this virus, guidance may be updated. See government sources for the latest detailed advice at <https://www.gov.uk/coronavirus>.

Hazard / Risk	Action Required / Control Measures
Contracting or transmitting Covid 19	
Process or location:	
Planning to attend work or a course	<p>Staff or course participants who are advised to stay at home under existing government guidance (including test & trace) must not physically come to work or attend a course. This includes those shielding clinically extremely vulnerable people.</p> <p>Anyone shielding a clinically vulnerable person must discuss this with a manager and make a specific risk assessment.</p> <p>Staff should work from home if they can. (Follow HSE Display Screen Equipment guidelines https://www.hse.gov.uk/pubns/indg36.htm#).</p>
Staying safe outside your home	<p>Keep your distance, currently 2m, from people outside your household.</p> <p>Keep your hands and face as clean as possible.</p> <p>Avoid standing face to face with people from outside your household.</p> <p>Minimise the number of people you spend time with at work and avoid crowds.</p> <p>If you have to travel think about how and when.</p> <p>Wash your clothes regularly.</p> <p>Keep indoor places well ventilated.</p> <p>Wear a face covering in enclosed spaces and where 2m is not possible.</p>
General work / Office environment	<p>Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling.</p> <p>Wash hands on arrival and at regular times throughout the day.</p> <p>Clean doors, handles, handrails, switches and all touched surfaces regularly.</p> <p>Keep the time spent close to other people as short as possible.</p> <p>Use screens or barriers to separate people from each other</p> <p>Work back-to-back or side-to-side (rather than face-to-face).</p> <p>Use floor marks to help people keep to a 2m distance</p> <p>Reduce the number of people each person has contact with by spatial zoning or staggered timings.</p> <p>Use markings and introducing one-way flow at entry and exit points.</p> <p>Provide handwashing facilities, (or hand sanitiser), at entry and exit points.</p> <p>Provide tissues and lined pedal bins in indoor areas.</p> <p>Use remote working methods to avoid in-person meetings.</p> <p>Avoid use of 'hot desking' and spaces and, where this is not possible, clean, and sanitise workstations and shared equipment between different occupants.</p>
Travel / Transport	Limit passenger numbers in vehicles, following latest government guidance.

	<p>Keep the vehicle clean to prevent transmission from surfaces.</p> <p>In Scotland:</p> <ul style="list-style-type: none"> • face coverings must be worn on vehicles and vessels. • 1 metre social distancing on vehicles and vessels is permitted.
Our Centres, including Indoor and Outdoor work with young people	<p>Manage occupancy levels to enable social distancing.</p> <p>Consideration of reduced operating ratios.</p> <p>Hold meetings outdoors or in well-ventilated rooms.</p> <p>Encourage social distancing in common areas.</p> <p>Practice regular continued thorough handwashing and good respiratory hygiene.</p> <p>Keep to the same seats in vehicles, boats and indoors.</p> <p>Carefully plan adventures considering access, congestion, and rescue.</p> <p>Follow activity specific NGB guidelines and Trust procedures.</p> <p>Clothing & Equipment (including PPE) should be allocated to one person for the duration of the course, stored appropriately and cleaned and / or isolated for 72 hours between courses.</p> <p>All course participants will be medically screened on arrival at the centre prior to starting their course. For medical screening information refer to the following document 'Operational Guidelines in response to Covid-19' ISOD-7-7336.</p>
Getting close to provide support, safety, rescues or first aid.	<p>If time allows, cover your faces then wear gloves.</p> <p>Work side to side and move away as soon as possible.</p> <p>If necessary, remove gloves, change your outer clothing, uncover face.</p> <p>Use face masks for EAR (Expired Air Resuscitation).</p>
Catering & Hospitality	<p>Maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.</p> <p>Ensure the highest hygiene standards are operated in kitchen areas.</p>
Cleaning	<p>Keep the workplace clean and focus on preventing transmission by not touching contaminated surfaces.</p> <p>Minimise the risk of transmission in changing rooms and showers.</p> <p>If you are cleaning after a known or suspected case of COVID-19 then you should refer to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>
Facilities	<p>Keep the workplace clean and prevent transmission by not touching contaminated surfaces</p> <p>Sanitise all hand tools, controls, and equipment after use.</p> <p>Consider the management of deliveries and contractors on site.</p> <p>Clear workspaces and remove waste and belongings from the work area at the end of shift.</p>
Post attending work or a course	<p>Staff or course participants that develop symptoms in the 7 days after a course must follow test & trace procedures and inform the centre as soon as possible.</p> <p>The centre will keep contact details of all course participants and associated staff readily to hand for at least 7 days after a course and will inform them to self-isolate if they have had significant contact with an infected person.</p>