|  |  |
| --- | --- |
| **DESCRIPTION OF TASK / ACTIVITY** | **Additional Risk Assessment for Trekking/Camping during COVID 19** This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment. It sets out hazards and control measures to be considered to mitigate the risks associated with COVID 19.It should be used in conjunction with Risk Assessments for the mode of travel with overnight camping. Elements may be removed if they are not applicable and additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
|   |  |  |
| 1 | Preparing Participants before excursion | * All participants should have completed DofE Expedition Training Framework for their level
* Additional training can take place on on-line or via homework tasks
* Supervisors have the ability to modify or curtail any expedition if participants are not ready for the planned activity
* Effective communications to be established with participants and parents to ensure all excursion paperwork is completed in a timely manner
 | If participants have not completed training, can supervision plan be modified?Consider using Practice expeditions as training days to complete framework |  |  |  |
| 2 | Preparing Equipment | * Staff, Volunteers and Participants should be self-contained and use only their own equipment whenever possible
* Group equipment must be cleaned and disinfected before being issued to participants
* Appropriate arrangements to be made for distributing equipment from group stores
* Supervisors to carry out full kit checks before the expedition starts
* Supervisors have the authority to modify or curtail any expedition if participants are not ready for the planned activity
 | Consider adding guidance to staff/volunteers on precautions to be taken prior to cleaning equipment - face coverings, gloves etcConsider detailing specific arrangements for distributing group equipment (i.e. labelling kit for individuals, adequately spacing between equipment for each individual)Consider detailing the communication systems being used to keep parents informed |  |  |  |
| 3a | Transport to/from expedition area(minibus or other group transport) | * Staff/volunteers and participants must be symptom free before taking part in the activity
* All participants wear face covering in the minibus
* Seating to be pre-planned and clearly marked to include social distances
* Minibus to be well ventilated
* Minibus surfaces are wiped down and disinfected prior to use
* Minibus surfaces are wiped down and disinfected after use
* Hand sanitiser to be available when participants enter and leave the vehicle
 | Participants and staff travelling together would minimise cost and environmental impactConsideration must be given to how social distance can be maintainedStaff, parents and participates must all agree with agreements that are put in placeParental Consent forms may need to be modified to include consent for group travelAdditional medical forms may be needed to declare participants free from COVID 19 symptomsTravel by minibus may not be appropriate at this time |  |  |  |
| 3b | Transport to/from expedition area(parent transport) | * Staff/volunteers and participants must be symptom free before taking part in the activity
* Lift sharing to be kept within households or within Government advice limits for indoor meetings
* Cars to be cleaned before and after sharing
* Ensure parents have detailed information on expedition start and finish points
* Ensure parents are available to collect participants throughout the expedition in case the expedition needs to be modified or curtailed
 | Staff, parents and participates must all agree with agreements that are put in placeParental Consent forms may need to be modified to include consent for group travel Additional medical forms may be needed to declare participants free from COVID 19 symptoms |  |  |  |
| 4 | Additional Equipment Requirements | * Additional camping equipment may be needed to stay with Government guidance. For example if indoor accommodation is not available individual tents may be needed to observe social distancing
* Additional items (i.e. tents/cooking equipment) may be taken to the campsite in order to keep carried weights within guidelines. Effective communications to be established with participants and parents to ensure all participants are properly equipped and clothed for an expedition
 | Consider listing the additional equipment that will be pre-positioned (this will vary dependent on altitude and forecast weather) |  |  |  |
| 5 | Working as an Expedition Group | * Staff/volunteers and participants must be symptom free before taking part in the activity
* Supervisors to discuss with teams on the current guidance for social distancing outdoors
* All participants to have their own copy of map, route card, compass and emergency contacts
* Supervisors to ensure supervision plans enable them to monitor team compliance with guidance (remote supervision can still be managed but supervisors may need to modify their own routes to maintain visual contact with the team)
 | Consider detailing the Government restrictions in place at the time of the expeditionConsider how teams can balance the need for team work with the requirement for social distancing |  |  |  |
| 6 | Coaching and Mentoring | * Staff/volunteers and participants must be symptom free before taking part in the activity
* Supervisors to wear face coverings when working directly with participants and sanitise their hands after each interaction
 |  |  |  |  |
| 7 | Fences, Gates and other Obstacles | * Staff/volunteers and participants must be symptom free before taking part in the activity
* All participants to carry hand sanitiser
* When using gates, the minimum number of people possible should have contact with the gate
* Participants must sanitise hands before and after touching a gate/ style/ etc
 |  |  |  |  |
| 8 | Members of the Public | * Participants and leaders should be aware of social distancing from other members of the public
* If people are encountered in tricky places to pass, groups should be prepared to backtrack to a more suitable location
* Participants should politely ask people to keep appropriate distancing if they are not doing so, and Leaders should be prepared to step in and be more assertive if required
 |  |  |  |  |
| 9 | Camping | * Indoor accommodation to be used where available
* Participants to use individual tents unless members of the same household
* Participants to sanitise hands before and after pitching tents
* Participants to sanitise hands before and after handling cooking and eating utensils
* Toilet areas to be pre-planned and clearly marked
* If no plumbed toilet facility is available, all faeces must be removed from the campsite (suitable equipment must be available to facilitate this)
 | Activities may have to be adjusted or curtailed if participants have inadequate clothing or equipmentConsider if participants need to be allowed home to sleep (after completing all tasks associated with the expedition) |  |  |  |
| 10 | Limited Hand Wash Facilities | * All participants to carry, and keep ready to use, hand sanitiser. This should be used throughout the day, whenever surfaces are touched and prior to and after eating
* Plenty of hand soap and water to be available at campsites (5 litre bottles of water or similar, biodegradable soap if possible, or a suitable drainage area identified)
* All participants to wash hands thoroughly in the evening after tents are up and dinner completed, and in the morning once tents are put away
 |  |  |  |  |
| 11 | Illness | * Staff/volunteers and participants must be symptom free before taking part in the activity
* If any member of the expedition becomes ill with COVID 19 symptoms the expedition must be curtailed and all participants returned home
* Any participant who lives with someone from a high risk group should postpone their expedition to a future date
 |  |  |  |  |
| 12 | Remote Location - Delayed access to medical assistance | * Supervisors have appropriate First Aid qualifications for the planned route
* Appropriate first aid equipment will be carried by the supervisor and the group
* Group members have be briefed on the actions to take in the event of an incident or emergency
* A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure
 | Consider First Aid training for group members if they are to operate under remote supervision |  |  |  |
| 13 | Post Expedition Activity | * All group equipment should be collected before the expedition group leave the expedition area
* Cooking pans should be cleaned by participants before being handed in
* Tents and rucksacks should be bagged and labelled with the participants name
* Equipment must be stored for 72 hours before being disinfected
* Persons cleaning equipment must wear face coverings and disposable gloves as a minimum
* All equipment must be disinfected before being returned to store or re-issued
 | Consider specifying equipment to collect, store and clean equipment  |  |  |  |
|  |  |  |
| **Prepared by:** |  | **Date:** |  |
| **Date for review:** |  |
|  |
| **Checked and Approved by:** |  | **Date:** |  |