

## **Generic Risk Assessment – Cooking & campsites**

Next review – Nov 2023

Specific campsite risk assessments or information is available for many sites. And is provided if necessary to leaders before or during the event.

Issues that we have experienced on events over the years include:

- Sickness, tummy bugs – can be as a result of dehydration, lack of salt, poor personal hygiene. Can result in participants needing to go home in middle of night.
- Cuts from using pen knives – has resulted in participant needing to go to hospital for stitches in hand
- Foot puncture – participant standing on a tent peg that had been run over by mower
- Burns – picking up hot metal (pot, handle, windshield)
- Animal attacks at night for food or rubbish bags. Clothing and food damaged or stolen. Coats with snacks in pockets taken. Tents damaged.
- Stoves or pots with hot liquid being dropped or knocked over.
- Student tripped/slipped and broke their nose.

### **On-site & overnight supervision.**

Leaders are provided with maps of campsites, fire evacuation procedures, and arrangements for overnight supervision or help.

Leaders explain to their teams, what to do in case of fire, burns, scalding or sickness at night.

Event manager is 'on-call' overnight and keeps their phone switched on / not on silent. Teams are shown where to find staff van/car/tent and can use their emergency mobile to call the event manager.

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
<b>Food handling, preparation &amp; storage</b>				
Food poisoning, cross-contamination of food.	L	L	<ul style="list-style-type: none"> <li>• Staff check snack and menu choices for safe packaging and safe choices e.g. glass or chicken sandwiches.</li> <li>• Staff brief teams on food handling and personal hygiene. Sick tummy causes a number of participants to go home each year.</li> <li>• Hand gel is on kit lists and shared by participants.</li> <li>• Trangia pots are checked for cleanliness every morning.</li> </ul>	VL
Misuse of blades. Cuts	L	L	<ul style="list-style-type: none"> <li>• Pen knives have been removed from DofE kit list.</li> <li>• Easy cook food choices are advised to remove the need to chop. Tear open bags.</li> <li>• Scissors in first aid kits remove need for knife.</li> <li>• If staff see knives they advise participant on safe chopping.</li> </ul>	L
Water and Food Contamination	L	L	<ul style="list-style-type: none"> <li>• During training groups establish separate cooking, cleaning, toilet area when camping</li> <li>• Appropriate health and hygiene brief given as part of training delivered.</li> <li>• Water purification and collection guidance given appropriate to water source and location if required when wild camping. 'fresh/natural' water sources avoided on Bronze &amp; Silver. Filters &amp; tablets can be carried on Gold.</li> <li>• Students with filter bottles need this model checking for appropriateness</li> </ul>	L
Waste Disposal. Infestation and rodent ingress at night to find food or rubbish bags.	L	M	<ul style="list-style-type: none"> <li>• Enough bin bags for 1/day issued to teams.</li> <li>• Bags put in bin each night.</li> <li>• Sometimes bags tied high in trees.</li> <li>• Some campsites have badger and fox issues. Team kit boxes are used to store pots and food overnight. Usually boxes are put inside a toilet or stacked near event manager van.</li> </ul>	L

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
<b>Cooking area &amp; using gas stoves</b>				
Cooking in bunkhouses.	M	VL	<ul style="list-style-type: none"> <li>• Fire safety &amp; evacuation procedures made know to staff and then staff brief their teams.</li> <li>• Fire extinguisher in kitchens, flammable &amp; COSHH substances kept secure.</li> <li>• Kitchen / cooking area monitored regularly by staff who first train team then assess for safety</li> </ul>	VL
Cooking in tents: Fire, spills, scalds, stove flares.	H	L	<ul style="list-style-type: none"> <li>• <b>Cooking in porch or outside of open tent doorways - NOT ALLOWED</b></li> <li>• Tents are not pitched in a circle or semi-circle. Cooking area is not to be in a central area.</li> <li>• Cooking area is to be sited 2m from tents. Preferably with pots tight against wall, fence or hedgerow.</li> </ul>	L
Cooking on picnic tables, ledges, walls, flammable ground.	M	M	<ul style="list-style-type: none"> <li>• Do not place cookers on tables, picnic tables, Any surfaces or ledges where the Trangia can be knocked over or pots dropped, and then the split boiling water splash onto legs and feet of participants sitting or standing underneath or beside.</li> <li>• Do not situate cooker (naked flame) on top of wood or flammable surface.</li> <li>• Consider how dry and flammable the grass is when situating a cooker on the ground. Have a pot or bottle of water ready to extinguish spreading fire. Or preferably, relocate cooking area onto a stone or dirt path.</li> </ul>	L
Foot scalds	M	M	<ul style="list-style-type: none"> <li>• Avoid set ups that allow stepping over the cooker. Place cooker tight up against fence, wall, hedgerow, so that there is nowhere for someone to step over to.</li> </ul>	L

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
Participant skill level and behaviour / supervision and monitoring by staff.	M-L	M	<ul style="list-style-type: none"> <li>• Full training to be given on gas stoves prior to participants using them.</li> <li>• Training and checking given and repeated on every level and on every event (Training AND Qualifier). Never assume participants have remembered how to cook safely.</li> <li>• Always stay with students on first evening to see cooking and cleaning of stoves for dinner / dessert and hot chocolate.</li> <li>• Breakfasts should be boiling of water only so teams can start 'cooking' early.</li> <li>• Never allow cooking at lunchtime. Other lunch options must be checked for.</li> <li>• Ensure there is appropriate provision for the immediate treatment of burns when stoves are used. Bottle of water nearby.</li> <li>• The placement of all stoves must take into account the need for continuous observation, the safety of all campers and the risks to any tents and vehicles in the locality.</li> <li>• Ensure use of stoves is supervised at all times by either school staff, event staff and event manager.</li> <li>• Training to be given on correct operation of stoves, fuelling and refilling.</li> <li>• Agree Fire Procedures with staff and Participants</li> <li>• Fulfil any site obligations to run or take part in fire drills</li> <li>• Ensure all leaders are aware of fire evacuation routes</li> <li>• Firefighting equipment should only be used by competent leaders and only in situations which do not delay appropriate evacuation and which do not put them at risk of unnecessary harm</li> <li>• Ensure leaders have access to the list of people in the group at night</li> </ul>	L
Hair or hands being burnt	L	L-M	<ul style="list-style-type: none"> <li>• Hair is to be covered, tied back or tucked in.</li> <li>• Long reach lighters used</li> </ul>	L

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
Fuel Leakage	L	VL	<ul style="list-style-type: none"> <li>• Only specified marked canisters to be used to store and transport fuel.</li> <li>• Any containers known to be leaking repaired or removed immediately</li> <li>• Staff and participants inspect stoves before use/departure.</li> <li>• Only stoves in correct working condition are used.</li> <li>• Staff report faults and spares are available to swap in on events</li> </ul>	VL
Injury on Campsite Also Including anxiety attacks, or getting lost in the grounds.	L	L	<ul style="list-style-type: none"> <li>• The Campsites are checked regularly by staff and are aware of facilities, shelters, space and campsite staffing.</li> <li>• Staff either stay with students, nearby or make them aware of how to get to them. This depends on the level and procedures of the expedition. Bronze and Silver will always have staff on the campsite.</li> <li>• Groups who will be 'wild camping' (Gold only) will be given specific training around wild camping skills.</li> </ul>	L
Pitching Tents  Physical injuries from tent / Poles, trip hazards from guy ropes	L	H	<ul style="list-style-type: none"> <li>• Group trained on siting and putting up of tents around margin of field.</li> <li>• Tents to be in a line, not in circles or semi-circles.</li> <li>• Tents arranged to reduce opportunity of tripping on guy ropes.</li> <li>• Tent porches kept free of tent doors and rucksacks to avoid trip hazards</li> </ul>	L
Asthma or allergy attack in tent due to aerosol cans or peanuts.	M-H	L-M	<ul style="list-style-type: none"> <li>• Planning day – First aid session and kit selection session – participants briefed about dangers of peanuts and antiperspirant sprays in tents.</li> <li>• Leaders check their medical notes and brief teams on campsite.</li> <li>• Event planner packs 'peanut-free' tents if necessary.</li> </ul>	L

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
Poor visibility at night	L	M	<ul style="list-style-type: none"> <li>Torches and spare batteries are listed on kit lists.</li> <li>Staff are to ensure each group has sufficient lighting if required.</li> <li>Light out time given during a briefing.</li> <li>Need for footwear and buddy system for going to toilet during the night.</li> </ul>	L
Discipline Issues. Individuals being injured due to misbehaviour	L	M	<ul style="list-style-type: none"> <li>Supervision will be done by a qualified and experienced Instructor who will work alongside the school staff. The instructor will manage the level of supervision according to the group's level of competence, this will be a dynamic process.</li> </ul>	L
Foot injuries / punctures / scalding	M	L	<ul style="list-style-type: none"> <li>Staff are to brief team that footwear is to be worn at all times – this is not a garden.</li> <li>Staff are to visually check all participants, not just 'their team' for footwear on campsite.</li> <li>Only students in boots are to be around boiling pots.</li> <li>Leader folder contains Trangia safety procedure and photos of scalded feet to show on training expeditions. This is also shown in the Planning Day, First aid session.</li> </ul>	L
Trespassers on site – theft / assault / abduction	L	L	<ul style="list-style-type: none"> <li>Staff on 'call' overnight, group trained to stick together, awareness of people to contact in event of emergency.</li> <li>Staff supervision</li> </ul>	L
Young people moving about at night to meet other young	L	L-M	<ul style="list-style-type: none"> <li>Adequate supervision during the night Young people reminded of rules and expectation of behaviour and adequate sleep to be safe the following day.</li> <li>Participants breaking rules are removed from the expedition as we cannot keep them safe and they have demonstrated that they do not appreciate the demands on the staff.</li> </ul>	L
Other Campsite Users	L	L-M	<ul style="list-style-type: none"> <li>If appropriate to the campsite groups to be briefed about interaction with other campsite users. Staff to deal with the situation if required, reporting to the campsite owner in the first instance.</li> </ul>	L

Activity & hazard	Severity	likelihood	Control Measures	Residual risk
Illicit drug taking / alcohol consumption – illness / accident	M-H	L	<ul style="list-style-type: none"> <li>• Participants reminded of responsibilities / alcohol / drug use not to be permitted – this is a school event with the same rules as ‘in-school’. This is in the parent and student guidance ‘contract’ prior to signing up. And briefed by the DofE coordinator before event. And in the parent letters.</li> <li>• removal from site where appropriate</li> </ul>	L