

CAMPING AND ACTIVITY RISK ASSESSMENTS 2019

Update Record

Assessor	Assessment/review date	Last amended	Legislation
Sinan Osman, Director, Compass Adventure	1 st January 2018	21 st March 2015 7 th April 2015 29 th February 2016 21 st January 2017	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Health and Safety First Aid Regulations 1981 • Management of Health and Safety at Work regulations 1999 • Manual Handling Operations Regulations 1992
Craig Geddes, Director, The Outdoors People	1st January 2020	19th March 2017 <i>11th Jun 2017 (Minor Update)</i> 23rd January 2018 27th November 2018	

Introduction

While no risk assessment can foresee all variables, these generic risk assessments are designed to produce safe operating procedures for almost all eventualities that The Outdoors People staff will encounter when delivering our activities and camping. As every camp location is different however, TOP staff must support these risk assessments with site-specific dynamic risk assessments. These should be discussed in co-operation with the school and specialist instructors where applicable.

Many “site specific” risks and risks related to buildings and facilities are the responsibility of the school and are covered by the schools Risk Assessments, Safety Policies and Insurances.

Please note that, though this document is made freely available to schools and clients, it is primarily a working, internal document and may contain occasional typing errors and spelling mistakes.

Contents

Update Record	1
Introduction	1
Contents	2
Risk Assessment Methodology	3
Lead Risk Assessor Credentials	4
Reading The Risk Assessment	5
Applying the risk assessment	5
Substantive changes in The 2019 Edition of this document	5
Child Protection	6
Weather General	8
General	9
Fires (General)	10
Ground Fires	14
Cooking General	14
Tents and Camping	15
Activities General	18
Temporary Shelters General	19
Evening Campfire	19
Fire lighting and cooking	20
Kelly Kettles	21
Knives	22
Kin Ball	22
Improvised Shelter Building	24
Natural Improvised Shelter Building	24
Pump Drills	26
Improvised Stretchers	26
Team Activities	27
Vehicles	28
Environmental Impact	29

Risk Assessment Methodology

This document is updated annually in a multi-step process:

- Company Director reviews any changes made to the risk assessment at the beginning of the previous 12 month period
- Company Director reviews operational changes made over the previous 12 month period
- Company Director reviews accident, injury and near miss report forms completed over the previous 12 month period
- Company Director reviews and makes initial update of existing risk assessments
- Management Team reviews initial updates
- Company Director makes final updates to risk assessment
- Session plans and training notes updates to reflect any changes
- Changes disseminated to staff team at “Winter Update Training”
- New version of risk assessment made available to staff and customers on company website www.theoutdoorspeople.com

The Outdoors People use the recognised five-step risk assessment as recommended by the Adventurous Activities Industry Advisory Committee and HSE.

STAGE 1 - Identify the hazards - A hazard is something that has the potential to cause harm.

STAGE 2 - Identify who may be harmed

Category	Description
Children	Children participating
Teachers	School teachers
Instructors	TOP Instructors or assistants
Group	The first three categories
Others	Non-participating children, teachers or members of the public
All	All of the above

STAGE 3 - Determine the risk

Likelihood

Name	Description
Low	It is quite unlikely to happen, although conceivable
Medium	Could occur sometimes
High	It is quite likely to happen
Expected	Occurs repeatedly, the event is expected

Consequence

Name	Description
Minor Injury	The subsequent injury could be minor, i.e. a cut, graze, scratch or bruise
Serious Injury	The subsequent injury could stop the individual from continuing the activity, i.e. sprain, minor fracture, a burn or hypothermia
Very Serious Injury	The subsequent injury could be major, i.e. loss of limb, crush, fracture, loss of consciousness, permanent reduction in ability to work
Fatal	The subsequent injury could be fatal

STAGE 4 - Implement control measures - Measures taken to reduce the risk to an acceptable level.

STAGE 5 - Review the process - Review document when introducing a new activity, when a new hazard is identified or annually. Reviews are undertaken with input from the full TOP Management Team.

Lead Risk Assessor Credentials

Craig Geddes (Company Director, The Outdoors People)

- NCFE Level 3 Applied Wilderness Skills (Bushcraft)
- 15 years professional experience in Adventure Education
- Multiple qualifications in Adventure Education
- RIPHH Food Hygiene
- 16 hour first aid
- First Aid at Work

Reading The Risk Assessment

Each individual section of this risk assessment is designed to be read as part of the greater whole. For example, the “Kelly Kettles” risk assessment discusses hazards unique to that piece of equipment, for its wider context it must be read alongside the risk assessments for “Fires General”, “Temporary Shelters” and “Cooking General”.

Applying The Risk Assessment

The Outdoors People have identified that it is unrealistic and dangerous to expect all members of a diverse freelance team to memorise a lengthy risk assessment. While members of the Management Team are expected to be generally familiar with the contents of this document and a copy is taken on every camp, we instead use our risk assessments and annual reviews to inform how we design our activities and camps and what we include in staff training and our annual “winter updates” for our staff team.

Substantive Changes In The 2019 Edition Of This Document

- Hazard “Lightning” separated from “Strong Winds” in Weather General risk assessment (Page 8)
- “Extended Dry Conditions (Grass Fires)” and control measures added to Fire General risk assessment (Page 10)
- “Entrapment in Tents” and control measures added to Fire General risk assessment (Page 10)
- ID Badge Lanyards added to Fire General risk assessment (Page 10)
- “Flagpole” and control measures added to Tents and Camping risk assessment (Page 15)
- Use of extra large steel pegs on key points as standard added to Temporary Shelters risk assessment (Page 19)
- Pendants and Pump Drills risk assessment expanded (Page 26)
- Leonardo’s Bridge risk assessment removed
- Team Activities risk assessment reduced to reflect changes in activity types (Page 27)
- Separate Winter Camps Supplemental Risk Assessment document created
- Separate Duke of Edinburgh Expedition Risk Assessment document created

Child Protection

TOP's Safeguarding and Welfare Officer is Craig Geddes, Company Director.

N.B. As TOP operate on school grounds, school staff have ultimate responsibility for child welfare. TOP retain a professional duty of care.

The following section must be used alongside the TOP Child Protection Policy.

Hazard	Who may be harmed	Likelihood	Control Measure
Outside parties			
Unauthorised access to campsite	All	Low	<ul style="list-style-type: none"> • School policies for site access to be followed during the day • TOP to ensure that there is clear liaison with the school prior to arriving on-site to establish the site-specific night-time security risk. • TOP provides the option of a Night Watch instructor who remains awake and supervising the site all night. • Overnight camping must not be undertaken should there be a significant risk that cannot be controlled.
Participants			
Upset child (homesick)	Participants	Expected	<ul style="list-style-type: none"> • TOP pre camp information advises the school to have an emergency contact list for all participants. • Programmes are designed to keep young people engaged and occupied but not to completely overwork them. • Venues are generally close to child's home should they need to go home
Buying and abusive behaviour	Participants	Medium	<ul style="list-style-type: none"> • School staff are available to support TOP staff if required • School staff are responsible for children's behaviour however TOP will agree the general behaviour rules with the contact teacher prior to the camp starting, including options for "sitting out" if required. • TOP Instructor to maintain group control and have a compassionate and aware approach • TOP Camp Director to liaise with school staff to ensure groups have appropriate supervision at all times
TOP Staff			
Inappropriate communication with young people post camp, perceived or actual	Participants and Instructors	Low	<ul style="list-style-type: none"> • TOP Staff are trained not to enter into communication with young people with reference to TOP Child Protection Policy • All TOP Staff must have current DBS to be employed by TOP • TOP Staff are not to add young people on social media and are to inform TOP Managing Director if they are approached by a young person. • School staff to report any concerns in line with their Child Protection Policy

Hazard	Who may be harmed	Likelihood	Control Measure
Inappropriate physical contact with participants, perceived or actual	Participants and instructors	Low	<ul style="list-style-type: none"> • Very few activities require staff to touch participants • TOP Staff are trained in how to approach contact with young people with reference to TOP Child Protection policy • All TOP Staff must have current DBS to be employed by TOP • TOP Staff trained not to enter a one-on-one situation with young people, if a private conversation must be held with a young person it must be done in an "open" environment • Participants to be briefed if TOP Instructors may have to touch them for a particular task (mainly and fire-steels) • If TOP Instructors need to touch a young person they are to position themselves so that everything can be seen • TOP Instructors not to be afraid to physically intervene if a young person is in danger of injury (i.e. straying too near the fire) and is to prioritise their physical safety • School staff to report any concerns in line with their Child Protection Policy
School Staff			
All hazards	Participants and school staff	Low	<ul style="list-style-type: none"> • School staff to follow their Child Protection Policy • TOP Staff to report all concerns to management who will pass those concerns onto the school and await further information in line with TOP Child Protection Policy
Site Visitors			
All hazards	Participants and school staff	Low	<ul style="list-style-type: none"> • School staff to follow their Child Protection Policy • TOP Staff to report all concerns to management who will pass those concerns onto the School and await further information in line with TOP Child Protection Policy
Disclosure by young person or concerns about their homelife			
All hazards	Participants	Low	<ul style="list-style-type: none"> • TOP Staff are trained to inform young people that they cannot keep disclosures in confidence • TOP Staff to report all concerns to management who will pass those concerns onto the School and await further information in line with TOP Child Protection Policy

Weather General

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Weather				
Cold & wet conditions	Group	Expected	Serious Injury	<ul style="list-style-type: none"> • TOP to send out clear pre-course information to the school organiser. • TOP to provide a kit list to schools and on their website • TOP Instructor to check that all participants have suitable clothing and footwear before starting. • TOP provide large shelters for stationary activities • TOP Camp Director to ensure that there is a suitable 'wet weather' plan in place for both activity reduction and activity cancellation.
Lightning	All	High	Fatal	<ul style="list-style-type: none"> • If caught out during a lightening storm, then the TOP Instructor must cease the activities immediately and seek appropriate shelter away from the tents • TOP Camp Director to ensure emergency access to school in case of emergencies • Discussion of evacuating the camp in an emergency is to take place during the end-of-campfire "overnight" briefing with children • TOP Camp Director uses a location enabled "weather alert" app
Strong winds	All	High	Serious Injury	<ul style="list-style-type: none"> • TOP Camp Director to check weather forecast in advance and liaise with the school contact accordingly. • TOP Camp Director will stop the outdoors programme if the wind affects the safety of the group. Approx gale force 7 "Whole trees in motion, effort needed to walk against the wind."

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
High heat and sunshine	All	High	Serious Injury	<ul style="list-style-type: none"> • TOP to send out clear pre-course information to the school organiser. • TOP to emphasise the importance of suncream in pre-camp literature • TOP staff to provide opportunities and reminders about applying suncream during the camp • TOP to provide a kit list to schools and on their website • TOP Instructor to check that all participants have suitable clothing and footwear before starting. • TOP Camp Director to liaise with school staff about provision of water bottles and refill for participants. • TOP Camp Director to liaise with school staff about appropriate session lengths and locations in event of high heat. • TOP Staff to monitor their groups at take appropriate action (move to shade, break for water, etc) if required • TOP Staff are briefed to bring water and sunglasses • TOP provide suncream and sun hats for their staff • TOP provide large shelters for stationary activities

General

The majority of “site specific” risks and risks related to buildings and facilities, are the responsibility of the school and are covered by the schools Risk Assessments, Safety Policies and Insurances.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Terrain				
Site Specific Hazards	All	Medium	Serious Injury	<ul style="list-style-type: none"> • TOP Camp Director to enquire about site specific hazards upon arrival and pass this information to the the staff team and students as appropriate
Tree deadfall	Group	Low	Fatal	<ul style="list-style-type: none"> • TOP Camp Director to ensure they conduct a dynamic risk assessment of the tent and activity areas prior to commencement. • Specific attention is to be paid to the presence of beech trees near to the camping area

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Slips, trips and falls	All	High	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor to conduct a dynamic risk assessment and then to brief participants about specific trip hazards at the initial briefing. • All trip hazards are to be made highly visible, access restricted and edges 'softened' where possible and appropriate. • "Camp Rules" cover running and are to be provided to participants while the tents are being built • It is an accepted risk that sometimes people fall over
Equipment				
Incorrect lifting techniques	Groups	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP staff trained in correct lifting techniques and are routinely reminded that they should opt out if they feel unable to move a heavy item • Sack trollies are provided on every camp

Fires (General)

The majority of "site specific" risks and risks related to buildings and facilities are the responsibility of the school and are covered by the schools Risk Assessments, Safety Policies and Insurances.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Weather				
Strong winds (spreading fire)	All	Low	Fatal	<ul style="list-style-type: none"> • TOP Camp Director to conduct a dynamic risk assessment on each camp and locate fires in a safe location, ensuring that shelters or the tents are never at risk of catching fire. • Fires are not to be left unsupervised but can be left burning (and supervised) between sessions. • TOP Camp Director to ensure that the fire is completely extinguished prior to sleeping • TOP uses an elevated fire pit that reduces the spread of sparks and prevents ignition of immediate surrounds
Shelter collapse from strong winds	All	Medium	Fatal	<ul style="list-style-type: none"> • In general, fires are not to be placed under temporary shelters unless that shelter is secured to permanent fixings (buildings, fences, trees) in such a way that failure of tent pegs won't cause a dangerous collapse/partial collapse.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Extended Dry Conditions (Grass Fires)	All	Medium	Fatal	<ul style="list-style-type: none"> • TOP Camp Director to brief instructors on the risk of grass fires during extended dry conditions • The grass under and around a fire is to be doused with water during extended dry conditions • Downwind areas are to be inspected for embers at the end of the day and before departure during extended dry conditions
Terrain				
Trip hazards	All	Low	Serious Injury	<ul style="list-style-type: none"> • TOP Instructors to locate the fire in a location where there are no trip hazards. • Camp rules preclude running • Groups moving to fires to be closely supervised and stopped a short distance from the fire to be briefed/ reminded of the safety rules
Equipment & activities				
Lack of supervision	Group	Low	Serious Injury	<ul style="list-style-type: none"> • TOP Camp Director to ensure that the fire is never left unattended (by TOP staff). • TOP Camp Director to ensure that the fire is completely extinguished prior to sleeping or being left.
Burn (open fire)	All	Medium	Serious Injury	<ul style="list-style-type: none"> • TOP will predominantly use a fire pit unless specifically asked by the school to build a ground based fire. • TOP do not use accelerants on their fires in schools (with Advanced Groups of Key Stage 4 and above, the use of petroleum jelly or pine resin may be approved by qualified staff) • Open fires are to be strictly supervised by all staff (TOP & School). • TOP staff to ensure that children are never left unsupervised near the fire. • Open fires will have a clear safety zone marked out with sufficiently fire retardant ropes. • TOP Camp Director to ensure that only wood is burnt on the fires. • TOP Camp Director to ensure that all fires are completely extinguished prior to sleeping. • Only TOP Staff are permitted to supervise starting fires. • TOP ID Lanyards are not to be worn around the neck at any time • Survival Pendants and similar flammable items are not to be worn around the neck while near fires • TOP Staff to ensure that all fire lighting equipment is accounted for post activity and secured. • A full red "Fire" bucket of clean water is to be available at each fire • Fire blankets are to be available at each fire

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Burn (post session)	All	Low	Serious Injury	<ul style="list-style-type: none"> • TOP instructor to ensure fire pits are fully extinguished before being left unattended • TOP Instructor to ensure that all fire lighting equipment is never left out and unattended (for example over a break period). Stored inside the activity box is acceptable.
Fire Spread	All	Low	Fatal	<ul style="list-style-type: none"> • Elevated fire pits reduce the risk of a fire spreading across the ground or through tree roots • Ashes are to be thoroughly doused in water before being dumped and should be no more than warm to the touch • TOP Camp Director to ensure that all fires are completely extinguished prior to sleeping. • Fires are to be sited where the risk of igniting a tent is low • TOP tents are fire resistant
Fume/smoke inhalation	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP staff will consider wind direction when laying out activities • TOP staff will advise groups on where to sit • TOP will only burn wood (specifically untreated) on the fire. • TOP will only burn dry wood to avoid creating excessive smoke. • TOP Instructor will monitor the activity and move children away if too much smoke is created.
Evacuation and Fire Fighting				
"Alarm" and evacuation procedure	All	n/a	Fatal	<ul style="list-style-type: none"> • TOP Camp Director to ensure that all participants and staff are aware of the method of raising the alarm should they spot a fire in the camp – in most cases this will be a verbal "FIRE-FIRE-FIRE" "EVERYBODY OUT" or whistle blasts • A whistle is attached to each fire extinguisher and fire bucket • TOP duplicate the schools existing evacuation procedures wherever possible to reduce the risk of confusion • TOP Camp Director to show the campers where the allocated fire assembly point is during the camp set up session. • There will be a water fire extinguisher in a purpose built travel container next to the teacher tent.
Panic	All	Medium	Fatal	<ul style="list-style-type: none"> • TOP use verbal evacuation commands wherever possible to reduce the risk of panic • Nighttime briefing discusses why running or panic is counterproductive as a teachable moment

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Failure of fire fighting equipment	All	Low	Fatal	<ul style="list-style-type: none"> • Fire fighting equipment to be inspected or replaced annually • Equipment is transported and stored in made-for-purpose containers where appropriate • Equipment is rated for use in sub-zero conditions • Equipment is marked with reflective tape to aid location in an emergency
Entrapment in tents	All	Low	Fatal	<ul style="list-style-type: none"> • The area around the campfire and downwind of it is to be inspected for embers by TOP Camp Director or Night Watch • The travel container for the fire extinguisher contains cutting implements designed for emergency rescue purposes (the container is marked with tamper seals which are inspected in the evenings and mornings) • School staff are to be made aware of the location of firefighting equipment and cutting tools during the Overnight Handover by TOP Camp Director
Participants				
Approaching activity fires	All	Expected	Serious Injury	<ul style="list-style-type: none"> • Participants clearly briefed about use of "safe areas" before fire based activities • TOP staff monitor groups as much as is possible • Participants are sat down where possible • TOP staff to directly supervise any participant being permitted to cross the safety line • School staff to notify TOP of challenging students • School staff may be asked to assist in supervising groups • TOP staff fully authorised to curtail an activity for safety reasons • TOP staff fully authorised to physically intervene if a participant is in physical danger

Ground Fires

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Fire spreading across or underground	All	Medium	Fatal	<ul style="list-style-type: none"> • The area around a ground fire is to be thoroughly cleared of debris in a 1 metre radius (or greater in high winds) • The area above a ground fire is to be checked for overhanging branches • If possible given time constraints, a ground fire should be burned down to just ash and ember • Ground fires are to be thoroughly extinguished with water • The ground where the fire was it to be “spiked” to allow water to drain into the soil • Once cool, the wet ash should be carefully scooped up in bare hands (to check temperature) and scattered in area to reduce environmental impact. TOP staff not to depart site until the above has been done • Area of fire can then be re-covered

Cooking General

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Illness from poorly cooked campfire food	All	Low	Serious Injury	<ul style="list-style-type: none"> • The marshmallow-cooking device is not used for any other purpose and is ‘burnt’ for at least 3 minutes prior to each camp fire by the TOP Instructor. • Other than eggs in pancakes, TOP sessions will not usually involve the used of foods that can be harmful if not correctly cooked (such as sausages). • Bushtucker trial food is sourced from recognised and inspected suppliers within the UK • TOP and TOP Instructor will ensure that all perishable ingredients (except cooking oil and diluting juice) are fresh for each camp and that all containers and measures are clean. • Kettles are available so that soap and hot water can be used for cleaning • A “cast iron” briefing card is available with instructions for cleaning and maintaining the frying pans • Water containers are clearly marked as drinking water only and washed out regularly. • When evening meals are provided by TOP, they are in the form of dehydrated “ration packs” purchased from recognised UK suppliers.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Allergies	All	Medium	Fatal	<ul style="list-style-type: none"> • Schools are aware when booking and choosing activities that some sessions include food and drink • Camping information pack issued to schools makes specific reference to allergens • TOP Camp Director to check medical information and allergies with school staff upon arrival and communicate information to TOP Instructors • Alternatives to products containing common allergens to be available where practical (i.e. juice to substitute for chocolate powder) • Allergen information to be highly visible on activity bases • When purchasing food products TOP to attempt to avoid products with nuts highlighted as a possible allergen
Burn (hot food)	All	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to ensure that participants are reminded that food and drink will be hot • Food and drink is to be allowed to cool before serving

Tents And Camping

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Flag pole				
Trip hazards	All	Medium	Serious Injury	<ul style="list-style-type: none"> • Flag pole is sited away from activities, tents, paths, and natural “desire lines” where possible. • Flag pole guy lines are marked with modified “pool noodles”. • TOP Camp Director will explain the dangers of playing around guy lines during the camp set up session. No running near or jumping over the guy lines is one of the camp rules. • The camp rules are regularly referred to.
Collapse	All			<ul style="list-style-type: none"> • TOP Camp Director to have awareness of weather forecast. • Extra Large pegs are used for ground anchors. • 6 mm low stretch cord used for ground anchors
Weather				

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Low overnight temperature	Group	Medium	Serious Injury	<ul style="list-style-type: none"> • TOP's outdoor camping "season" is mid-April to October • TOP Camp Director to have awareness of weather forecast. • TOP Camp Director to brief the group on "how to keep warm at night" at the camp fire. • TOP Camp Director to conduct dynamic RA based on specific conditions, participants and equipment available but as a guideline: <ul style="list-style-type: none"> ○ 10°C and above – no action needed ○ 5°C – 10°C Discuss options and potential alternatives with school staff ○ 5°C and below – advise school staff that they may want to move indoors
Terrain				
Tree deadfall	Group	Low	Fatal	<ul style="list-style-type: none"> • TOP Camp Director to ensure they conduct a dynamic risk assessment of the camp areas prior to commencement. • TOP Camp Director to have awareness of weather forecast. • Due to their tendency to drop branches, beech trees are to be avoided regardless of weather forecast
Trip hazards	All	High	Serious Injury	<ul style="list-style-type: none"> • A designated "gateway" is to be left clear at the camp site • TOP Instructor to conduct a dynamic risk assessment and then to brief participants about specific trip hazards at the initial briefing. • Key trip hazards are to be made highly visible, access restricted and edges 'softened' (where appropriate).
Equipment & activities				
Incorrect lifting techniques	Groups	Medium	Minor Injury	<ul style="list-style-type: none"> • Correct lifting is demonstrated during "Making Camp" • TOP Instructor to ensure that if children are asked to carry tents, it is done as a group of at least 4
Carbon monoxide poisoning	All	Low	Fatal	<ul style="list-style-type: none"> • Use of any heating devices, cooking equipment, lighters, etc. is strictly forbidden in all tents. • Lamps that require a flame are strictly forbidden in all tents. • All participants and school staffed briefed accordingly if required at the start of each camp.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Tripping over guy lines	All	Expected	Serious Injury	<ul style="list-style-type: none"> • A designated “gateway” is to be left clear at the camp site • TOP Camp Director will explain the dangers of playing around guy lines during the camp set up session. No running near or jumping over the guy lines is one of the camp rules. • The camp rules are regularly referred to. • “Key” guy lines near the “Gateway” are to be marked with modified “pool noodles”. • TOP Staff and school staff alike will be asked to be continually vigilant – especially near dusk and in the dark when the guy ropes are harder to see.
Struck by equipment (tent construction)	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP use bell tents which only have two poles each. • TOP Instructor to supervise the activity overall • School staff are asked to support during making and taking down the camp
Tent collapse	All	Low	Minor Injury	<ul style="list-style-type: none"> • TOP Bell Tents are extremely sturdy • Participants are briefed not to climb or swing on poles • Guy lines are re-tensioned by TOP staff where there is cause for concern
Participants				
Lost child (night time)	Group	Low	Fatal	<ul style="list-style-type: none"> • TOP Instructor to brief all children on camp boundaries as part of the initial safety briefing. • TOP Instructor to mark out the boundaries or specific routes with glow sticks (if required). • TOP Instructor to liaise with school relating to use of toilets at night and how students can use them. • TOP to provide glow sticks to mark the ‘teacher tent(s)’ so that children can identify it easily. • TOP provide lanterns for teachers tents • TOP Camp Director is reachable overnight by School Staff

Activities General

All activities start with a briefing which will include any or all of the following as appropriate:

- Activity boundaries
- Safe zones
- Behaviour during activity
- Remaining seated
- Trip hazards
- Site specific hazards
- Information about fires
- Information about knives or other tools

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Participants				
Interfering with other sessions	All	Low	Serious Injury	<ul style="list-style-type: none"> • Most TOP activities have “natural” boundaries • Where required, formal boundaries are set by TOP Instructor • TOP instructors to position themselves so they can monitor the group as closely as is realistic • School staff to support group control as required • Students are “walked” the their activity by their instructor
Accessing activity equipment unsupervised	Children	Low	Serious Injury	<ul style="list-style-type: none"> • Activity bases are out of bounds during free time • Free time areas are kept away from activity bases • “Tempting” items (fire steels, food, etc.) are kept out of sight when not in use • High risk items (knives, etc) have specific safety policies
Other school students, staff and visitors				
Interfering with sessions	All	Low	Serious Injury	<ul style="list-style-type: none"> • School staff to support site control as required • TOP management team to intercept adults that are putting themselves or others in danger • Activity bases are kept away from areas used by the school for “play time”
Accessing activity equipment unsupervised	All	Low	Serious Injury	<ul style="list-style-type: none"> • Activity equipment is kept away from areas used by the school for “play time” or is closely monitored by TOP/School staff • School to set boundaries for children not taking part in TOP camp • “Tempting” items (fire steels, food, etc.) are kept out of site when not in use • High risk items (knives, etc) have specific safety policies

Temporary Shelters General

Temporary shelters are those put up by TOP for use during activities.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment				
Shelter Collapse	All	Low	Minor Injury	<ul style="list-style-type: none"> • Where possible and appropriate, shelters are to be attached to at least one permanent “strong point” such as a tree, wall or fence. • There are a number of “standard” methods of putting up a tarp shelter which TOP will select from as appropriate • The “roof” of a shelter must be sloped to prevent build up of water • Extra large steel pegs are available for use at key points as standard • TOP travel with very strong aluminium or wooden support poles rather than using found materials
Fire	All	Low	Fatal	<ul style="list-style-type: none"> • Fires are generally not to be sited under temporary shelters unless the shelter is secured to multiple permanent “strong points” at discretion of TOP Camp Director • Location of fires in relation to wind to be considered • Location of fires in relation to the guy lines and shelter material to be considered
Trip Hazards	All	Expected	Major Injury	<ul style="list-style-type: none"> • Location of shelters in relation to nighttime walking routes is to be considered • Groups are to be “walked” to activity basis by their instructors • Location of shelters in relation to activities involving lots of moving about it to be considered

Evening Campfire

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Terrain				
Trip hazards	All	Low	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor to locate the fire in a location where there are no trip hazards. • If the fire is to be used in the dark, the safety rope should be marked with glow-sticks
Equipment & activities				

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Injury from marshmallow maker	Group	Low	Minor injury	<ul style="list-style-type: none"> • Group should generally be sat down while being served with marshmallows • Only TOP staff to use marshmallow maker • Participants to be briefed on safety removing marshmallows • Marshmallows and marshmallow maker to be allowed to cool before being served • The marshmallow maker is long enough to be used from inside the “safe zone”

Fire Lighting And Cooking

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment & activities				
Burns (fire lighting)	All	Medium	Minor Injury	<ul style="list-style-type: none"> • Firelighting is supervised at a maximum ratio of 1:3 • Students are asked to remain seated • TOP use pure cotton wool for firelighting which has a relatively low burning point (120°C) and doesn't “stick” • Clean water is available • Minor burns to fingers do occasionally happen during this activity
Burns (post session)	All	Low	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor is to ensure that all fires and hot grills/pans etc... are fully extinguished and cold before leaving unattended.
Cuts and stabs (kitchen knives)	All	Low	Minor Injury	<ul style="list-style-type: none"> • TOP Provider only a rotating pizza cutter
Cuts and stabs (bushcraft knives)	All	Medium	Serious Injury	<ul style="list-style-type: none"> • Bushcraft Knives are not to be used for food preparation

Kelly Kettles

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment and activities				
Pressure build up	All	Low	Fatal	<ul style="list-style-type: none"> • TOP instructors specifically trained in use of Kelly Kettles by TOP Lead Instructor or higher • Cork never to be put in Kelly Kettle while in use
"Spitting"	All	High	Minor Injury	<ul style="list-style-type: none"> • TOP instructors specifically trained in use of Kelly Kettles by TOP Lead Instructor or higher • TOP instructor to orientate Kelly Kettle spout away from group and themselves • TOP instructor not to place spout above the air intake • TOP instructor to avoid over-filling the kettle
Burns and scalds during serving	All	Medium	Minor injury	<ul style="list-style-type: none"> • Heat resistant gloves are provided • TOP instructors specifically trained in use of Kelly Kettles by TOP Lead Instructor or higher • Generally, hot chocolate is prepared in a jug with some cool water before being served • Only TOP staff to pour from kettle
Insecure fit of kettle to base	All	Low	Serious Injury	<ul style="list-style-type: none"> • TOP instructors specifically trained in use of Kelly Kettles by TOP Lead Instructor or higher • Kindling to be loaded in a way that avoids interfering with fit • Kelly Kettles not to be extinguished with water except in emergency to avoid warping base • Kelly Kettles in regular use to be transported in boxes to avoid damage to base
Fume/smoke inhalation	All	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP will only burn dry wood (specifically untreated) on the fire. • TOP Instructor will monitor the activity and move children away if too much smoke is created.
Terrain				
Ground fire	All	Low	Fatal	<ul style="list-style-type: none"> • Kelly Kettles are to be used on elevated "cake stands" or hard standing
Participants				
Burns	Group	Medium	Serious Injury	<ul style="list-style-type: none"> • Only TOP instructor to light Kelly Kettle • No children permitted in the safety zone unless specifically directly supervised in by TOP Instructor • Students to be shown how to safely fuel a Kelly Kettle ("place and flip") and must be seated or kneeling while doing so

Knives

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment				
Cuts and stabs (knives)	All	Medium	Very Serious Injury	<ul style="list-style-type: none"> • TOP Instructors delivering sessions that require knives must have appropriate training and experience. • TOP Instructors delivering sessions that require knives must demonstrate correct knife safety to TOP management before being issued with a knife. • Sandpaper and saws are provided to reduce reliance on knife during the session. • TOP knives are to be regularly inspected and sharpened by TOP management or stores staff. • Cut resistant gloves available in equipment box for use at instructors discretion • A “safe area” system is employed when the knife is in use
Participants				
Participant handling knife	All	Low	Very Serious Injury	<ul style="list-style-type: none"> • TOP Instructors may only use the knife provided in the equipment box. They are not permitted to bring any knives onto the camp. • Bushcraft knives are not to be used in food preparation • Only TOP Instructors and NOT teachers or pupils may use TOP knives. • TOP knives will be kept secured to TOP instructor; in the lock-box provided; or in the van whenever not in use. • TOP knives will be secured to TOP instructor (sheathed and secured) when in use and NEVER put down. • TOP will inform schools prior to each camp that an activity may need a bushcraft knife.

Kin Ball

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Terrain				
Darkness and poor visibility	Group	Medium	Serious Injury	<ul style="list-style-type: none"> • The choice of games or the order in which they are played may be varied dependant on visibility • In low light conditions, Kin Ball may be reduced in length in favour of a longer campfire.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Slips, trips and falls	Group	Expected	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor to ensure that this activity is conducted on a sufficiently flat and even surface with no objects in the play areas or run off areas. A football pitch away from fixed posts is a good example. • If at all possible, Kin Ball games should only take place on grass • Heavy supervision from TOP and school staff to be present (1:15 or better)
Equipment & activities				
Inappropriate games	Group	Low	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to ensure they deliver age appropriate games, as recommended by TOP.
Inflating the Kin Ball	Instructors	Expected	Minor Injury	<ul style="list-style-type: none"> • In an enclosed space, pump volume can reach 110db and the volume of a ball popping may be louder. 120db is the statutory level for ear defenders so they are provided in the equipment box for use at instructor discretion
Participants				
Over exertion and soft tissue injuries	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • Exertion levels of games is progressive to reduce the risk of injury • TOP Instructor to use age appropriate games. • TOP Instructor to continually monitor the groups throughout the session, especially on warmer days. • TOP Instructor to create regular water breaks (as required).
Knocked over by the ball	Group	High	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor is not permitted to experiment with new games without prior approval from TOP senior management. • When touching a moving child with the kin ball, it should be on the upper half of the body to avoid 'tap tackles' to ankles. • School staff not to control the ball during games
Objects in pockets	Group	Low	Minor Injury	<ul style="list-style-type: none"> • TOP instructor to ensure that all pockets are emptied at the start of the activity.
Collision with objects and structures	Group	Low	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor to ensure that this activity is conducted on a flat and even surface with no objects in the play areas or run off areas.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Collision with other participants	Group	Expected	Serious Injury	<ul style="list-style-type: none"> • TOP Instructor to ensure there is sufficient space for the relevant game and group size. • TOP Instructor to brief children to take care during activities. • TOP Instructor to ask other instructors or teachers to assist in keeping boundaries clear of children that may already be 'out'. • TOP Instructor to avoid 'tagging' any child if there is a likelihood that it may cause injury to that (or another) child.

Improvised Shelter Building

Improvised shelters are those built by students from tarps and other predominately man-made materials

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Terrain				
Thorns/broken branches	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to conduct a dynamic risk assessment of the activity areas prior to commencement.
Tree deadfall	Group	Low	Fatal	<ul style="list-style-type: none"> • TOP Instructor to conduct a dynamic risk assessment of the activity areas prior to commencement.
Equipment & activities				
Scratches and cuts (sticks)	Group	High	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to brief the children at the start of the activity about how to safely carry sticks and to monitor behaviour throughout
Whip (bungees and cord)	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP will not use bungees. • TOP Instructor to monitor students for flicking cords, particularly near faces/eyes, and intervene if required.
Shelter collapse	Group	Low	n/a	<ul style="list-style-type: none"> • Improvised Shelters use tarps and cord – negating any potential for crush/collapse injuries

Natural Improvised Shelter Building

Natural Improvised Shelters are made from found materials such as branches, moss, leaves, etc.,. This activity is rarely done on school grounds due to the need for large quantities of construction materials.

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Terrain				
Thorns/broken branches	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to conduct a dynamic risk assessment of the activity areas prior to commencement.
Tree deadfall	Group	Low	Fatal	<ul style="list-style-type: none"> • TOP Instructor to conduct a dynamic risk assessment of the activity areas prior to commencement.
Equipment & activities				
Scratches and cuts (sticks)	All	High	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to brief the children at the start of the activity about the dangers of messing around with sticks, especially near the face. • Minor cuts to the hands are common but we generally do not issue gloves as we have found that children tend to remove and lose them, briefing and monitoring is used instead
Whip (use of Bungees and strings)	All	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP will not use bungees. • TOP Instructor to brief the children at the start of the activity about the dangers of flicking strings, especially near the face and monitor throughout.
Crush from shelter collapse	All	Low	n/a	<ul style="list-style-type: none"> • Group to be briefed not to disassemble a shelter without first checking inside and gaining approval from TOP instructor • TOP instructor to tie or directly supervise the tying of any structural knots/lashing • TOP instructor to supervise construction
Cuts from saw	All	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructors delivering sessions that require saws must have appropriate training and experience. • TOP Instructors delivering sessions that require saws must demonstrate correct saw safety to TOP management before being issued with a knife. • Cut resistant glove available in equipment box for use at instructors discretion • Students using saws are to be trained and directly supervised by TOP staff • Tools are to be appropriately stored when not in use
Cuts from axe	All	N/A	Fatal	<ul style="list-style-type: none"> • Axes are not to be used on TOP school camps at this time

Pump Drills

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment & activities				
Stabbing injuries from drill bit	Group	Low	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to brief children about the presence of the drill bit • Exposed length of drill bits are kept very short (less than 2 cm) • Modern steel drill bits are used to reduce the risk of breakages
Struck by equipment	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to maintain good levels of supervision during activity and act accordingly • TOP Instructor to brief children at the start of the session regarding dangers associated with misuse of equipment • TOP Instructor to monitor for students misusing equipment
Pendants	All	Medium	Minor Injury	<ul style="list-style-type: none"> • Pendants are to be worn tucked into clothing or kept in pocket NOT TO BE CARRIED IN HAND • Pendants must be secured during firelighting • TOP Staff demonstrate safely wearing their pendants during opening ceremony • TOP Instructor to brief children at the end of the session regarding danger associated with their pendants • TOP Staff and School Staff to monitor for students misusing pendants

Improvised Stretchers

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment & activities				
Dropped (whilst in stretcher)	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to brief children not to lift casualty until instructed to do so. • TOP Instructor to discuss correct lifting • TOP Instructor to take charge of lift or nominate student to do so • TOP Instructor to position themselves at the casualties head. • TOP Instructor to remain "hands" on with head end of stretcher throughout carry • TOP Instructor to ensure that the casualty is only carried on flat ground, like a grass field

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Lifting Injury	Group	Low	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to brief children not to lift casualty until instructed to do so. • TOP Instructor to discuss, demonstrate, and supervise correct lifting • TOP Instructor to take charge of lift or nominate student to do so • TOP Instructor to ensure that the casualty is only carried on flat ground, like a grass field
Struck by equipment	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor to maintain good levels of supervision during activity and act accordingly • TOP Instructor to brief children at the start of the session regarding dangers associated with misuse of poles • TOP Instructor to monitor for students carrying poles on shoulders

Team Activities

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Equipment & activities				
Struck by equipment	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP Instructor must only use approved activities • Activity leaders to maintain good levels of supervision during activity and act accordingly
Participants				
Poor group discipline	Group	Medium	Minor Injury	<ul style="list-style-type: none"> • TOP asks schools to have a member of staff available to assist with any group/individual discipline issues. • If the behaviour of a group is going to affect the safe running of an activity, the TOP Instructor will cease the activity until normal behaviour is resumed.
Blindfolded children	Participants	Medium	Minor Injury	<ul style="list-style-type: none"> • When blindfolds are used, TOP Instructor will ensure that this is discussed with the group in advance to highlight potential hazards. • Blindfolds not to be used near low branches or other eye level hazards

Vehicles

Hazard	Who may be harmed	Likelihood	Consequence	Control Measure
Roads				
Road accidents	Instructors	Low	Fatal	<ul style="list-style-type: none"> • Where a contract requires an early start or long drive, TOP provide accommodation and/or meal allowances as appropriate • TOP drivers to make judgement about their fatigue levels and pull over regularly • TOP drivers to drive within or below the speed limit, follow all road traffic laws and drive to the road conditions • Vehicles used for official TOP purposes are to meet all road safety standards and legal requirements and undergo logged monthly inspection by TOP management or leasing company
Schools				
Moving vehicle through school grounds	All	Low	Very Serious Injury	<ul style="list-style-type: none"> • TOP always arrive early at a venue so that there is plenty of time to move our vehicles safely • Vehicles being driven within school car parks must be driven at no more than 5mph • Vehicles being driven through other parts of the school grounds must <ul style="list-style-type: none"> • Drive at a slow walking speed • Have hazard warning lights switched on • Take extra care on the bends and come to a complete stop to inspect the route for pedestrians if required • If moving in an area where children are likely to be present, have a minimum of one member of TOP staff or school staff walking in front of the vehicle <p>When moving vehicles through school grounds TOP are NEVER in a rush no matter the circumstances</p>
Stationary vehicles	All	Low	Serious Injury	<p>Though other considerations may have to apply during loading and unloading, at all other times parked vehicles should not:</p> <ul style="list-style-type: none"> • Obstruct evacuation routes • Obstruct emergency vehicle access • Be parked on a "blind" corner

Environmental Impact

Hazard	Who may be harmed	Likelihood
Equipment & activities		
Disposable packaging and kitchenware	Medium	<ul style="list-style-type: none"> • TOP to use reusable kitchenware wherever possible • Where disposable packaging is unavoidable TOP are to prioritise suppliers who are conservative with their packaging • TOP to recycle or re-use where possible
Consumable	Medium	<ul style="list-style-type: none"> • Most activities use reusable equipment • Use of consumables is to be kept to a minimum • Recycled products are to be purchased where available
Equipment replacement	Medium	<ul style="list-style-type: none"> • Equipment is carefully maintained and looked after • TOP to prioritise “green” suppliers
Travel		
Carbon and other emissions	High	<ul style="list-style-type: none"> • TOP staff to lift share where possible • TOP to use modern fuel efficient vehicles • TOP to drive in a fuel efficient manner • TOP to investigate a Carbon Offsetting policy to be implemented year beginning 2020