

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:	Activities - Land Sports			Review Frequency:	1 Year	
Activity / Process / Operation Description:	Walking					
Next Review Date:	31/10/2026					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

[LOT Operating Procedures.docx](#)

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:											
Harmful Substances	☐	Fire and/or Explosion	☒	Friction or Abrasion	☐	Vulnerable or Young Workers	☐	Radiation	☒	Work Related Stress or Fatigue	☒
Pressure Equipment	☐	Strike by Moving Object(s)	☒	Working at Height	☐	Confined Space	☐	Gas Safety	☒	Work Equipment or Machinery	☐
Vehicles and Driving	☒	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	☒	Water or Drowning	☒	Housekeeping	☐
Noise Exposure	☐	Slips, Trips and Falls	☒	Puncture & Stabbing	☐	Lighting or Poor Visibility	☒	Animal Related Exposure	☒	Safeguarding	☒
Electricity	☒	Crushing	☐	Severing, Cutting or Shearing	☐	Temperature Extremes	☒	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)			☒
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	☒	Inclement Weather	☒	Moving, Handling, Pushing and Pulling (M. H. P. P.)			☒
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	☒	Violence and Aggression	☒	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)			☒
MOD Training areas	☒	Lost Group	☒	Terrain	☐	Other – Describe?	☐	Other – Describe?			☐

Risk Assessment Template

Table 2 - People who may be affected:	
Employees* (includes contractors)	Public (includes general visitors and paying guests)
*Vulnerable workers NB. Some workers have particular requirements, for example young workers, migrant workers, new or expectant mothers and people with disabilities.	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
MOD Training areas	Employees Public Potential injury from live blank firing exercise	- All supervisors are advised to wear hi vis vests on whilst on MOD area(s). - Participants to stick to the public rights of way or inform Supervisor straight away if unsure of where they area. - Email dean.howard966@mod.gov.uk with a summary of days, times and attach a marked-up map of route. Ask Dean if we are ok to use the area. Dean will advise further. - Obey all signs and directions from the military. - If MOD area is closed, Expedition Lead to make alternative arrangements and	If required by Dean Expedition Lead to book on / off the area with SEOpsRm number 01420 483405.		

Risk Assessment Template

		inform supervisors/groups of change.			
Vehicles and Driving	Employees Public Road traffic accident	- Students briefed on safe road crossings. - Planned routes are to avoid crossing A roads, where this is not possible only cross A roads using underpasses, bridges, automated crossing systems or under direct supervision. Where an automated crossing system is used, direct supervision must still be provided. - All planned routes should seek to avoid walking alongside A roads, unless a pavement is present with the distance minimised and direct supervision provided. - Where routes meet B roads and minor roads, the supervision plan should consider the likely traffic levels and re-route or supervise groups as appropriate. If it is deemed, based on prior knowledge of the location, that the risk is sufficiently low then groups may cross unsupervised following procedures provided during their training.	LOT Driving RA		

Risk Assessment Template

		- Where routes are planned to walk alongside B roads and minor roads, the specific risk presented by the location should be considered and; pavements should always be used if present; if deemed necessary direct supervision provided; or if risk is deemed to be sufficiently low then groups may continue under remote supervision, in single file, keeping as far to the side as possible and facing oncoming traffic (Unless there is a blind corner or hill). - Planned routes should only cross railways using bridges or underpasses. Groups are to be reminded during their briefing that if they are off route and arrive at a level crossing, they are not to cross at this point and must retrace their steps and/or contact their supervisor.			
Water or Drowning	Employees Public Drowning	- Planned routes will not cross rivers unless using a footbridge. - Participants briefed prior to expedition start not to cross rivers. - If a group make a navigational error and come across a river,			

Risk Assessment Template

		they informed their supervisor, divert and not cross. If a footbridge is no longer there, the participants must contact their Expedition Supervisor who will advise them on an alternative route.			
Hygiene and Infection	Employees Public Poisoning, illness	- Ensure, if possible, to have sufficient water for the trek or use appropriate water collection points. - Water purification or boil where a high risk has been identified. - Supervisors to provide drinking water at checkpoints where necessary.			
Animal Related Exposure	Employees Public Bite injuries or being kicked, Common tick-borne diseases	- Clear briefs in keeping clear of wild animals and following the countryside code around livestock. - Not feeding animals. - Follow Local guidance (i.e New Forest Code) - Information leaflet available if participant get a tick during expedition. - Tick removal kits are available in FA kits.	https://assets.publishing.service.gov.uk/media/642bec29fbe620000f17dbbe/Tick-awareness-A5-leaflet-April-2023.pdf		
Moving, Handling, Pushing and Pulling (M. H. P. P.)	Employees Public Musculoskeletal injuries	For expeditions – maximum weight to be carried in relation to bodyweight 20 – 25%			

Risk Assessment Template

		Joining instructions to include that young people are responsible for weighing themselves and bags at home leaving enough weight allowance for group kit.			
Strike by Moving Object(s)	Employees Public Head injuries Concussion	- Groups where possible to avoid long periods of rest in wooded areas during high winds and increased risk of falling branches. - Falling rocks in mountainous/craggy areas			
Work Related Stress or Fatigue	Employees Public Errors or poor judgement due to fatigue	- Scheduling of expeditions to allow rest between extended periods on expeditions - Employee support line			
Emergencies and First Aid	Employees Public Unable to assist Injured people Unable to assist in an emergency	- First aid provisions procedures in place. - Employees trained in First aid - First aid kits carried by leaders - Students carrying a minimum of one personal FA kit per group. - First aid needs assessment			
Inclement Weather Temperature Extremes	Employees Public Hypo / Hyperthermia, exhaustion	- Appropriate clothing, footwear to be worn and provided if required including, but not limited to, sun cream. - Weather forecast obtained before activity, Group shelters or tents to be carried. - Hot or cold drinks carried as appropriate, or the means to			

Risk Assessment Template

		make, sufficient fluid to be carried by group via filtering/treating running water. - Contingency plan in place to include alternative routes for poor weather option or shaded routes in extreme heat/sun. - If working within Hampshire, Health and Safety Manager to distribute HOC weather cards. If working outside of Hampshire, Expedition Lead to monitor weather forecasting. - In winds above 40mph, alternative routes minimising time under trees to be identified and used. Close supervision of groups around route required. - Where lightening is forecast, expected route should avoid strike prone areas such as edges and exposed plateaus. Best option, group to be rerouted to low level walking paths or removed from trekking activity until risk passes. - Thunder and lightning: identify if storm is moving away or approaching (increasing or decreasing gap between flash			
--	--	--	--	--	--

Risk Assessment Template

		to bang) – if moving closer monitor flash to bang and be prepared to descend as quickly as is safely possible. Follow ROSPA 30/30 rule: if flash to bang is 30 seconds in length or less descend as quickly as is safely possible, avoid sheltering under cliffs, caves, mine entrances, or trees. It is recommended that you find the lowest open ground space and sit on your rucksack. You can use minibuses, and staff vehicles to shelter participants.			
Safeguarding	Employees Public Breach of safeguarding policy Participant exposure abduction	• LOT staff to hold basic safeguarding training • Where possible providing a mixed gender leader team for expeditions • Constant monitoring of groups mental and physical wellbeing by leaders and instructors. • Senior team to be trained in designated safeguarding lead training	• SMI Safeguarding	JP	
Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)	Employees Exposure	• Equip staff with adequate PPE equipment for wet, windy and adverse weather conditions. • LOT Casual staff will have access to PPE pool equipment	LOT Operating Procedures.docx		

Risk Assessment Template

Lone Working	Employees Possible safeguarding exposure	Follow SMI Lone Working	SMI Lone Working.docx		
Lost / Missing groups / individuals	Groups Employees	- Each group is given an 'Emergency pack', which contains: Group emergency procedure card with contact numbers on Groups to follow Emergency procedure card. - Each instructor is provided with 'Missing/late' procedures briefing sheet. Instructors to follow sheet. - DofE Supervisor to update Expedition WhatsApp group, if group doesn't reach their check point within 30 minutes of their due time and try to contact group. - DofE Supervisor shares group updates within Expedition WhatsApp group. - DofE Supervisor check points are approximately every 3km or at a change of route direction.	Trackers have been introduced as an extra precaution for lost/missing groups. This allows Expedition lead to locate groups quicker using software.		
Gas Safety	Employees Public explosion	Risks assessed in separate risk assessment.	Cooking Risk Assessment		
Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)	Employees Public	- All staff will be qualified to a minimal level to attend expeditions. - Any assistant staff in training, will work under a qualified member of staff and will not be left unattended with groups or individual participants.	Staff competency matrix		

Risk Assessment Template

Radiation	Employees Public Sun burn	- Students briefed to wear clothing and hats to protect skin from exposure to the sun. - Kit list includes suncream for participants. - See also temperature extremes.	•		
Slips, Trips and Falls	Employees Public Uneven ground, rolled ankles Sprain and strains	- Students to wear appropriate footwear for the terrain. - Staff to check footwear prior to starting off on the walk and get students to adjust footwear if needed. - During direct supervision groups warned about potentially uneven, loose, slippery terrain.			
Fire and/or Explosion	Employees Public Forest Fire	In the event of a forest fire Expedition Lead to coordinate with staff to get groups diverted around area or to the closest road for collection.			
Lighting or Poor Visibility	Employees Public Groups walking in the dark, increased risk due to lack of visibility	- Kit list to include headtorches. - Staff to carry and wear headtorches whilst walking with groups in the dark. - In the event of unplanned walking in the dark on duke of Edinburgh assessment, groups to be directly supervised at bronze and silver due to lack of training. - Gold Duke of Edinburgh students must have been trained and deemed competent in night navigation			

Risk Assessment Template

		before been allowed to walk unaccompanied in the dark.			
Terrain	Employees Public Falls from cliffs, steep rocky terrain	- Students to stick to allocated footpaths. - Students not to attempt any routes required to scramble using hands and feet on steep rocky terrain.			
Violence and Aggression	Employees Public Assault, threatening behaviour from residents/public towards staff or groups	- Medical Forms completed by groups participating in the activity, so the Employee has relevant information - VGL (visiting group leader) to assist the instructor with behaviour of the participants. Reported to HOC minor incident form			
Electricity	Employees Public Electrocution	Groups briefed to stay away from electric livestock fences, and pylons.			
Risk Assessor/Approver: Debbie Barry		Signature: 		Date: 08/08/25	
Responsible Manager: Dave King		Signature: 		Date: 24/06/25	
Risk Assessment Status:		Live			

Outstanding actions?	Yes
-----------------------------	-----

Reviewed by:	Review date:	Any additional control measures or actions taken:
DK	13/05/26	Tracker control measures added

Risk Assessment Template

DK	13/05/26	Added additional risks not identified in original version (Eddy Young Audit)

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:	Transport / Vehicles		Review Frequency:	3 Years		
Activity / Process / Operation Description:	Driving vehicles for expeditions					
Next Review Date:	01/09/2028					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

[Operational Policies and Procedures](#) [HOC Health and Safety - Homepage](#)

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:											
Harmful Substances	✓	Fire and/or Explosion	✓	Friction or Abrasion	☐	Vulnerable or Young Workers	☐	Radiation	☐	Work Related Stress or Fatigue	✓
Pressure Equipment	☐	Strike by Moving Object(s)	✓	Working at Height	☐	Confined Space	☐	Gas Safety	✓	Work Equipment or Machinery	✓
Vehicles and Driving	✓	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	✓	Water or Drowning	☐	Housekeeping	✓
Noise Exposure	☐	Slips, Trips and Falls	✓	Puncture & Stabbing	☐	Lighting or Poor Visibility	✓	Animal Related Exposure	✓	Safeguarding	✓
Electricity	☐	Crushing	✓	Severing, Cutting or Shearing	☐	Temperature Extremes	☐	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)			☐
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	✓	Inclement Weather	✓	Moving, Handling, Pushing and Pulling (M. H. P. P.)			✓
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	✓	Violence and Aggression	✓	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)			✓
Towing trailers	✓	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?			☐

Risk Assessment Template

Table 2 - People who may be affected:	
Employees* (includes contractors)	Public (includes general visitors and paying guests)
*Vulnerable workers NB. Some workers have particular requirements, for example young workers, migrant workers, new or expectant mothers and people with disabilities.	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
Work Related Stress or Fatigue	Employees Public Errors or poor judgement due to fatigue. Lone workers may push themselves too hard without support.	- Recommended break of 15 minutes every 2 and ½ hours of driving OR change of driver after this time. - Recommended stopping time of a minimum of 30 minutes every 2 and ½ hours for passengers to use facilities at service stations. - Driver(s) must be rested before driving. If feeling tired during journey, MUST, stop at service station or suitable place to rest for a minimum of 45 minutes. - Employees can access HCC information for assistance; Employee Support (Employee Assistance Programme) Staff and managers. - Realistic schedules and rest breaks planned. - Regular check-ins with team leaders or coordinators.			
Harmful Substances	Employees Public	Report any unattended chemical items and/or spillages to the site staff for safe			

Risk Assessment Template

	Fuel, Oil, or Coolant spills leading to irritation or dermatitis. Cleaning vehicles; eye injuries or burns. Inhalation of fumes; headaches, nausea, respiratory issues. Environmental contamination; harm to wildlife and water sources. Inadequate labelling or documentation.	removal/storage to Quarantine Bin or Hazardous Safe. • All COSHH products stored in secure locations. • All COSHH products recorded onsite and/or online. • Transport of products to be in line with safety protocols associated with the product and/or guidance provided. See Outdoor Centres - HOC Vehicles & Driving Management Forms & Docs - All Documents (sharepoint.com) • All products managed and used in accordance with SDS and RA information. • Ensure loads containing fluids, especially flammable, are kept upright and secured. • All products must be risk assessed and recorded. See HOC management SP page: COSHH - Control of Substances Hazardous to Health. • Ensure staff know what's being transported. • Store in original, clearly labelled containers. • The use of hazardous substances inside the vehicle is prohibited. • Carry PPE (e.g. gloves) if handling is required. • Include spill kits or absorbent materials. • Staff trained on safe handling and emergency procedures.			
Vehicles and Driving.	Employees Public Overloading causing accident. Vehicle damage.	• Ensure vehicle maximum carrying weights are not exceeded. • Vehicle information folder to be carried onboard for emergency situations; Use emergency services 999 if in any doubt. • Driver to give way to cyclists; a minimum of 1.5m width.	•		

Risk Assessment Template

	Vehicle broken into and/or theft.	• Where possible park vehicle on a surfaced area to avoid becoming stuck. • When parking, driver will refrain from blocking access gates or footpaths and be mindful of access for wheelchairs, buggies, and cyclists around vehicle, • Park in marked bays where available. • Slow controlled driving over uneven ground. • If vehicle is to drive off road/tracks, first check ground for suitability. • Remain in low gear when driving down steep hills. • Driver to be aware of area they are reversing in and if needed, use 'banksman' in hi-vis jacket to guide the driver by giving clear directions. • Vehicle to have valid road tax and a valid MOT. • Personal Vehicles to be insured for Business Use to cover volunteer duties and a copy sent to Learning Outdoors Manager or delegate – checked, reviewed, and documented annually. • No vehicles with any suspected faults to be driven and must be reported ASAP. • Vehicle checks prior to driving vehicles – complete log sheet.			
Fire and/or Explosion	Employees Public Gas canisters; Leaks or exposure to heat can lead to ignition or explosion. Faulty wiring, overloaded sockets, or damaged batteries can spark fires.	• Driver to ensure there is a Fire extinguisher onboard and in good condition. (2KG Dry powder). • Camping gas to be secured during transit and away from driver cab (if applicable). • Flammable items kept upright and securely fastened. • Keep gas canisters away from direct sunlight and ignition sources.	•		

Risk Assessment Template

	Engine or Fuel System Fires.	- Inspect gas canisters for damage before loading. - Avoid using non-approved charging devices or adapters. - Do not leave devices charging unattended. - Regular vehicle maintenance and electrical inspections. - Enforced no smoking policy in and around vehicles.			
Strike by Moving Object(s)	Employees Public Participants or staff could be struck by a vehicle during manoeuvres. Sudden opening or closing of doors can strike someone nearby. Heavy or awkward items can swing or fall. Trailers can shift or roll unexpectedly, especially on slopes.	- Secure items properly during transport and ensure load is packed so does not fall out on person when doors are opened. - Driver to remind passengers to exit the vehicle safely – consider acting as a lookout for passengers exiting near roads. - Driver to be aware of low branches and to use 'banksman' if required to check clearance. - Driver to be aware of vehicle height and barrier heights. - Use designated pick-up/drop-off zones. - Use wheel chocks and secure hitches. - Only trained individuals should hitch/unhitch trailers.	•		
Slips, Trips and Falls	Employees Public Unsecured items Mud, water, or spilled liquids can cause slips or reduce grip.	- Ensure load in vehicle is secure during transportation. - Ensure load is packed so does not fall out on person when doors are opened. - Driver to request that passengers do not stand up [in the minibus] until the vehicle has fully stopped and engine switched off. - Use storage compartments, cargo nets, or secure containers.	•		

Risk Assessment Template

		Keep footwells clear and conduct pre-drive checks.			
Crushing	Employees Public Maintenance on vehicle e.g. changing a tyre. Fingers in doors. Handling Rucksacks or gear. Hitching/unhitching trailers	- In case of breakdown roadside assistance provider should be called – no attempt should be made to fix mechanical issues. - Ensure participants are not in the vicinity of doors when closing. - Weather awareness - Dynamic assessment in periods in High Winds.	•		
Hygiene and Infection	Employees Public Spread of Illness (e.g. colds, flu, stomach bugs). Contaminated surfaces. Litter, food waste, or used tissues can attract pests and spread bacteria. Transporting or consuming food. Inadequate access to Hygiene Supplies.	- Vehicles stocked with hygiene kits (sanitiser, tissues, wipes) - Hand hygiene encouraged before and after travel. - Cleaning of vehicles before and after use. - Use of disinfectant wipes for quick cleaning during trips. - Waste bags provided and encouragement of proper disposal of items. - Store food in sealed containers. - Eating in vehicles avoided unless necessary. - Spills cleaned up immediately. - Encouragement of reporting of symptoms before travel. - Isolate symptomatic individuals if possible. - Protocols in place for managing illness.	•		
Lone Working	Employees Public Medical Emergencies or Accidents - No one	- Lone workers to carry a charged mobile phone and emergency contact list. - All employees are first aid trained.	•		

Risk Assessment Template

	available to assist or call for help.	- Carry emergency supplies (water, food, blanket, torch). - Ensure vehicle is well-maintained and fuelled.			
Emergencies and First Aid	Employees Public Lost keys or Fuel card. Medical Emergencies (e.g. asthma, allergic reactions, injuries). Road Traffic Accidents. Vehicle Breakdown in Remote Areas. Fire or Smoke in Vehicle resulting in burns, smoke inhalation or panic.	- Driver and passengers to search for lost key(s)/fuel card if safe to do so. - Driver to report lost key/fuel card to Emergency Contact. “Onboard Vehicle Folder” available in all HCC leased vehicles and temp folder to be carried onboard for hire vehicles for emergency situations such as accidents or breakdown. - Driver to ensure a First Kit is on the vehicle and contents are in date. - Parking; Turn vehicle so it is facing the exit route in case of emergencies. - Carry emergency supplies (blankets, food, water, torch). - Keep mobile phones charged and have backup power. - Ensure at least one adult present is first aid trained. - Incident forms to be carried to record information. - Carry fire extinguisher onboard. - Routine maintenance and pre use checks completed on vehicles.	•		
Lighting or Poor Visibility	Employees Public Dirty vehicle causing reduced driver awareness and increased accident risk. Driving in Low-Light Conditions (Dusk, Dawn, Night).	- Clean windows and mirrors regularly; carry cleaning supplies. - Ensure all vehicle lights (headlights, brake lights, indicators) are working. - Use dipped headlights in poor visibility and full beam only when safe. - Avoid driving in darkness unless necessary and plan routes accordingly.	•		

Risk Assessment Template

	Poor Internal Lighting; seeing inside the vehicle. Weather related instances.	• Use interior lights when needed but avoid distracting the driver. • Carry portable torches or headlamps for loading/unloading. • Use fog lights appropriately. • Drive slowly and increase following distance. • Avoid travel in extreme conditions where visibility is severely compromised.			
Inclement Weather	Employees Public Reduced Visibility (Fog, Heavy Rain, Snow) so increased risk of collisions or missing road signs. Slippery Roads (Rain, Ice, Snow) resulting in loss of traction, skidding, or hydroplaning. High Winds resulting in difficulty controlling the vehicle. Cold Weather Impact on Vehicle Function e.g. Battery.	• Weather forecasts will be reviewed leading up to the journey with a Go / No Go decision being made the day of the journey by the driver. • Vehicle systems such as Air Condition in good working order. • Use headlights and fog lights appropriately. • Reduce speed and increase following distance. • Ensure windscreen wipers and demisters are working. • Drive slowly and avoid sudden braking or acceleration. • Use winter or all-weather tyres if conditions require. • Avoid steep or ungritted routes. • Avoid driving through flooded roads. • Check local flood alerts before travel. • Have alternative routes planned. • Drive cautiously and be alert for debris. • Avoid exposed routes if wind warnings are in place. • In case of breakdown roadside assistance provider should be called.	•		
Violence and Aggression	Employees Public	• Seat planning to separate known conflicts. • Adult supervision during transport.	•		

Risk Assessment Template

	Verbal abuse, physical altercations, or bullying between or from participants. Road rage, harassment, or threats from other road users or individuals at pickup/drop-off points. Emotional Distress Leading to Aggression.	• Clear behaviour expectations and consequences communicated beforehand. • Staff training in de-escalation techniques. • Maintain calm, non-confrontational communication. • Report incidents to authorities and follow safeguarding procedures. • Ensure staff are aware of any known behavioural or emotional needs. • Provide calm reassurance and space if needed. • Have access to emergency contacts and support services.			
Gas Safety	Employees Public Leaking Gas Canisters creating flammable gas buildup in enclosed spaces leading to fire or explosion. Improper Storage or Securing.	• Inspect canisters for damage or leaks before transport. • Use approved containers and valves. • Never transport damaged or expired canisters. • Secure canisters upright using straps or crates. • Keep them separate from ignition sources (e.g., batteries, electrical equipment). • Carry fire extinguisher onboard.	•		
Animal Related Exposure	Employees Public Hitting deer, livestock, or other animals whilst driving causing serious accidents and injuries. Rodents, insects, or birds entering vehicles can cause distraction or damage. Exposure to animal dander, fur, or insect	• Driver to be mindful of wildlife near vehicle in car parks or on country lanes. • Stop vehicle and wait for wildlife to pass if close. • Drive cautiously in rural areas, especially at dawn/dusk. • Watch for animal crossing signs and slow down in known wildlife zones. • Use high beams when safe to improve visibility. • Driver to instruct passengers not to encourage wildlife close to the vehicle.	•		

Risk Assessment Template

	bites may trigger allergies or asthma. Contact with animals or contaminated surfaces may transmit diseases (e.g. ticks, fleas, bird droppings). Aggressive or Loose Domestic Animals.	• Keeps doors/windows closed to prevent wildlife entering vehicle. • Avoidance of leaving food or waste in vehicles encouraged. • Keep a wide, slow driving speed around horses being ridden on roads. • Driver to be mindful of people and dogs near vehicle in car parks. • Stop vehicle and wait for people, owner and dog to pass if close. • Know participants' medical needs and carry appropriate medication (e.g. antihistamines, Auto Injectors). • Keep animals (e.g. dogs) out of vehicles unless pre-approved and necessary. • Avoid direct contact with wild or stray animals. • Use insect repellent and check for ticks after outdoor activities. • Report loose or dangerous animals to local authorities (where possible).			
Housekeeping	Employees Public Being struck by unsecured gear. Items underfoot can interfere with pedal operation or cause slips when entering/exiting. Obstructed emergency equipment.	• Use storage compartments, cargo nets, or secure containers. • Keep footwells clear and conduct pre-drive checks. • Regularly clean the vehicle. • Ensure emergency items are visible and reachable.	•		
Safeguarding	Employees Public Inappropriate supervision.	• All passengers must use seatbelts, driver responsible for checking. • Driver to remind passenger(s) not to disturb them whilst driving. • Second adult to accompany on minibus if a group of under 18s young people is	• Confirm all employees have completed E-Learning and DBS checks.	DK/DB	26/02/2026

Risk Assessment Template

	Lack of Emergency Contact or Medical Info resulting in Inability to respond appropriately in case of illness, injury, or distress. Peer-to-peer bullying or inappropriate conduct during transport. Unsafe Pick-Up/Drop-Off Procedures. Unvetted or untrained drivers.	being transported. This adult will take responsibility for reminders of behaviour expectations and communication between driver and passengers (if needed). • Seat arrangements to separate known conflicts. • Clear behaviour expectations communicated beforehand • Confirm handover procedures with parents/guardians. • Avoid leaving participants alone unless explicitly agreed. • Ensure all drivers have appropriate DBS checks (if required). • Confirm training and awareness of safeguarding responsibilities for all supervising adults. • Written parental consent for transport arrangements obtained. • Travel plans and contact details shared with guardians. • Records of transport arrangements and incidents kept for audit/incident purposes.			
Moving, Handling, Pushing and Pulling (M. H. P. P.)	Employees Public Handling Rucksacks or gear. Hitching/unhitching trailers	• Ensure heavier items are placed on floor of vehicle. • All employees to have completed annual refresher of MH E-Learning Training. • Only handle items within capabilities of the individual or seek assistance from others.			
Towing trailers	Employees Public Unsafe driving due to unfamiliarity with vehicle.	• HOC driver checks completed, and staff have correct licence for towing (E category) • Ensure vehicle maximum carrying weights are not exceeded.	• Arrange Trailer training. Must be through an approved driver training centre	DK / DN	

Risk Assessment Template

	Incorrect licence or training. Overweight vehicle and trailer train weight	Towing weights within the limits of the licence holder Countryside service - Towing calculator guide.xlsx Drivers of trailers must have either completed a formal trailer assessment / test or received Training as per the corporate guidance, training recorded on Cinolla COR - Corporate health and safety procedure - Transport - Driving for work - Issue 7 - August 2022 - Appendix 2 – Training matrix.docx	To transition to approved trailer training by Feb 2027		
Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)	Employees Public Unsafe driving due to unfamiliarity with vehicle. Incorrect licence or training. Getting lost due to unfamiliar route or knowledge of area.	- Cycle Aware - Driver to be aware that some smaller roads may form part of the National Cycle Network or be accessible by bike. - Driver to familiarise themselves with height of vehicle to ensure it fits comfortably through underpasses etc., taking the gradient of the approach and vehicle speed into consideration. - Driver to be observant of speed and areas of manoeuvrability around vehicle at all times. - Driver to have a full and valid UK Drivers Licence. A copy sent to Learning Outdoors Manager or delegate for checking – annual review and recorded in Cinolla. - Driver not to be under the influence of illegal drugs or alcohol. - Driver to have completed MiDAS, as a minimum, training prior to driving minibus/ 9-seater vehicle. - Drivers to be focused on road at all times. Satellite Navigational system to be programmed prior to journey: if adjustment is required, driver to stop in appropriate place to adjust.	Confirm licence checks and MiDAS training completion for all drivers.	DK/DB	26/02/2026

Risk Assessment Template

		Driver's mobile phone to be on silent/straight to voicemail/answered by passenger if appropriate; Hands-free may be used, but this must be set up prior to journey and driver trained to use the system.			
Risk Assessor/Approver: Jon Painter		Signature:		Date: 21/08/25	
Responsible Manager: Dave King		Signature: 		Date: 21/08/25	
Risk Assessment Status:		Live			

Outstanding actions?	Yes
-----------------------------	-----

Reviewed by:	Review date:	Any additional control measures or actions taken:

Risk Assessment Template

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:			Activities - General	Review Frequency:	1 Year	
Activity / Process / Operation Description:	Pastoral care responsibilities					
Next Review Date:	31/10/2026					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

Pastoral care in the context of DofE expeditions focuses on the **emotional, physical, and psychological well-being** of participants. It includes:

- **Safeguarding and supervision**
- **Mental health awareness**
- **Medical needs and emergency planning**
- **Inclusivity and behaviour management**
- **Support for vulnerable participants**

[LOT Operating Procedures.docx](#)

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:

Harmful Substances	☐	Fire and/or Explosion	☐	Friction or Abrasion	☐	Vulnerable or Young Workers	☒	Radiation	☐	Work Related Stress or Fatigue	☐
Pressure Equipment	☐	Strike by Moving Object(s)	☐	Working at Height	☐	Confined Space	☐	Gas Safety	☐	Work Equipment or Machinery	☐
Vehicles and Driving	☒	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	☒	Water or Drowning	☐	Housekeeping	☐
Noise Exposure	☐	Slips, Trips and Falls	☐	Puncture & Stabbing	☐	Lighting or Poor Visibility	☐	Animal Related Exposure	☐	Safeguarding	☒

Risk Assessment Template

Electricity	☐	Crushing	☐	Severing, Cutting or Shearing	☐	Temperature Extremes	☐	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)	☒
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	☐	Inclement Weather	☐	Moving, Handling, Pushing and Pulling (M. H. P. P.)	☐
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	☒	Violence and Aggression	☒	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)	☐
Accommodation	☒	Food	☒	Leader and activity arrangements	☒	Environmental	☒	Other – Describe?	☐

Table 2 - People who may be affected:	
Employees* (includes contractors)	Public (includes general visitors and paying guests)
*Vulnerable workers	
NB. Some workers have particular requirements, for example young workers , migrant workers , new or expectant mothers and people with disabilities .	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
Vulnerable or Young Workers Group / special needs	Employees Public Increased vulnerability to harm or neglect. Misunderstanding instructions or safety briefings. Unmanaged medical conditions or emotional distress.	- There are a variety of needs within the group as documented on the medical spreadsheet. - All staff are to be informed of medical, behavioural, and/or developmental needs and methods in which to reduce likelihood on incident, including emergency procedures. - Expedition Lead to seek further information from			

Risk Assessment Template

	Disruption, conflict, or withdrawal. Isolation, bullying, or exclusion. Difficulty navigating terrain or using equipment.	parent/carers if participant presents with significant needs, prior and, if needed, during the expedition/residential. • Emergency procedures in place for groups, supervisors, and expedition lead. • Full medical details have been received and held by expedition lead – inc. allergies. Medication doses are known, and all controlled medication is labelled and stored in secure place. • Participants will have clear instructions on where to go for support overnight. Female member of the team available for female participants to speak to (face-to-face or call) if they're not comfortable talking to male staff. • Training day(s) to be used to monitor group dynamics and get to know participants. • Dynamically RA the group for changes in behaviour/interaction and move participants/staff where appropriate. • Behaviour expectations will be made clear to groups, reminders to improve choices will be provided. • If these are repeatedly not followed or behaviour is exhibited that presents a danger to the participants or others in the group,			
--	--	--	--	--	--

Risk Assessment Template

		emergency contacts will be contacted, and participants will be removed from the expedition/residential/training event.			
Leader and activity arrangements	Employees Public Risk of harm and injury	- Activities are covered by various risk assessments and accompany this risk assessment where appropriate. - Downtime – expedition/residential staff to ensure participants have access to activities during down-time to minimise potential for incident to occur. Activities may include, but not limited to, card or board games, expedition/residential tasks (e.g., planning routes), videos, quizzes etc.			
Emergencies and First Aid	Employees Public Unable to deal with Medical Emergencies (e.g. asthma, allergic reactions, injuries).	- All staff first aid trained to Outdoor First Aid 16-hour Level or higher. - Expedition lead must hold a valid First Aid certificate at time of expedition/residential. - Emergency contact details for participants and staff held by Expedition lead and available on the system for base contacts. - Expedition/Residential staff are briefed on emergency procedures. - A stocked First Aid box is available for use.			

Risk Assessment Template

		• Expedition Lead or delegated staff to inform parent/carer of participant going to hospital/walk-in centre. • Parent/carer to collect/take over from Expedition Lead or delegated staff asap at hospital. • Completed of incident report after treating significant First Aid incident.			
Violence and Aggression	Employees Public Anxiety, homesickness, group tensions. Conflict over food sharing or preparation	• Code of conduct is briefed and enforced. • Staff are trained to manage challenging behaviour. • Escalation procedures include parental contact and withdrawal. • Incident reporting procedures in place. • Inclusive meal planning encouraged.			
Safeguarding	Employees Public Risk of harm and injury. Inadequate adult supervision, especially overnight.	• Hampshire County Council safeguarding procedure to be followed. • Immediate participant-to-participant or adult-to-participant harm; if injury has occurred notify Learning Outdoors Manager and, if needed, emergency services. • All staff and volunteers follow DofE's safeguarding policy • DBS checks and safeguarding training are mandatory. • Training recorded on cinolla.			

Risk Assessment Template

		• Remote supervision is risk-assessed and planned with check-ins • Staff monitor participants for signs of distress. • Quiet spaces and buddy systems are used. • Clear procedures for withdrawal or support are in place if impacting the group. • Completion of incident report after event.			
Accommodation	Employees Public Risk of harm and injury Unsuitable for the needs of the group increasing hazard potential. Anxiety or distress due to unfamiliar settings. Disruption or conflict in shared sleeping spaces.	• Accommodation booked prior to expedition/residential. • Accommodation details (e.g., keys, first evacuation point) are sought prior, printed, and kept in Expedition Lead folder – accessible to all. • Expedition Lead to know and brief other staff of nearest hospital/walk-in centres. Information available on folder. • Expedition Lead/staff to check conditions of the following upon arrival – toilets, showers, heating, refrigeration, food preparation area, stoves, stairs, bedding/beds, and outside areas. • Dynamically risks assess conditions and appropriateness for group; contact accommodation staff if issue with accommodation.			

Risk Assessment Template

Food	Employees Participants Public Risk of illness, injury or death. Allergic reactions or exclusion due to dietary needs. Food poisoning or illness from poor hygiene. Inadequate food leading to fatigue or poor performance. Burns, fire hazards, or misuse of stoves	- Expedition Lead and/or staff to hold a valid basic Food Hygiene certificate and oversee preparations of food. - Expedition Lead to collect data on allergies within group prior to event. - Group is briefed on allergies within group and food is prepared with these in mind. - Carry antihistamines or Auto Injectors, if needed. - Inclusive meal planning encouraged. - Briefings and/or supervision on/with equipment use.	Expedition Leaders to have completed Basic Food Hygiene certificate	DB/DK	Dec25
Vehicles and driving	Employees Public Poor management of vehicles and their drivers leading to incidents and accidents.	A separate risk assessment covers this area. LOT Activity Risk Assessments 2025-27 Vehicles and driving.docx			
Environmental	Employees Public Cold, heat, rain, wind affecting sleep and morale. Remote or unsafe areas, proximity to water, cliffs, or roads. Unknown areas with unforeseen risks.	- The use of pre-chosen well-established campsites or approved wild camping zones. - Weather, terrain, and campsite risks are dynamically assessed. - Ensure appropriate gear (tents, sleeping bags, clothing) are taken. - Monitoring of forecasts and adapted plans. - Participants are trained in navigation, emergency procedures, and safe stove use.	•		

Risk Assessment Template

		- Supervisors carry emergency shelters and communication devices.			
		•	•		
		•	•		
Risk Assessor/Approver: Debbie Barry		Signature: 			Date: 08/08/25
Responsible Manager: Dave King		Signature: 			Date: 28/01/26
Risk Assessment Status:		Live			

Outstanding actions?	No
-----------------------------	----

Reviewed by:	Review date:	Any additional control measures or actions taken:

Risk Assessment Template

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:	Activities - Land Sports			Review Frequency:	1 Year	
Activity / Process / Operation Description:	Remote Expedition and established campsite Camping					
Next Review Date:	31/10/2026					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

[LOT Operating Procedures.docx](#)

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:											
Harmful Substances	☒	Fire and/or Explosion	☒	Friction or Abrasion	☐	Vulnerable or Young Workers	☐	Radiation	☒	Work Related Stress or Fatigue	☒
Pressure Equipment	☐	Strike by Moving Object(s)	☒	Working at Height	☐	Confined Space	☐	Gas Safety	☒	Work Equipment or Machinery	☐
Vehicles and Driving	☒	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	☒	Water or Drowning	☒	Housekeeping	☒
Noise Exposure	☐	Slips, Trips and Falls	☒	Puncture & Stabbing	☐	Lighting or Poor Visibility	☒	Animal Related Exposure	☒	Safeguarding	☒
Electricity	☐	Crushing	☐	Severing, Cutting or Shearing	☐	Temperature Extremes	☒	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)			☐
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	☒	Inclement Weather	☒	Moving, Handling, Pushing and Pulling (M. H. P. P.)			☒
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	☒	Violence and Aggression	☒	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)			☒
Other – Describe?	☐	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?			☐

Risk Assessment Template

Table 2 - People who may be affected:	
Employees* (includes contractors)	Public (includes general visitors and paying guests)
*Vulnerable workers NB. Some workers have particular requirements, for example young workers, migrant workers, new or expectant mothers and people with disabilities.	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
Safeguarding	Employees Public Breach of safeguarding policy Participant exposure abduction	• LOT staff to hold basic safeguarding training • Where possible providing a mixed leader team for expeditions • Constant monitoring of groups mental and physical wellbeing by leaders and instructors. • Senior team to be trained in designated safeguarding lead training • When camping at shared sites, participants to visit toilets in pairs.	SMI Safeguarding		
Work Related Stress or Fatigue	Employees Public Errors or poor judgement due to fatigue	• Scheduling of expeditions to allow rest between extended periods on expeditions • Employee Support (Employee Assistance Programme) Staff and managers			

Risk Assessment Template

Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)	Employees Public	• LOT staff trained to the relevant level in DofE learning system • Staff competency matrix details qualification level needed by leaders assessing and supervising groups at each level of DofE.	• Staff Competency Matrix		
Animal Related Exposure	Employees Public Bite injuries or being kicked Common tick-borne diseases	• Clear briefs in keeping clear of wild animals. • Not feeding animals. • Follow Local guidance (i.e New Forest Code) • Information leaflet available if participant get a tick during expedition. • Tick removal kits are available in FA kits. • Adequate storage of food to discourage rodent animals, birds or larger animals entering tents to consume food stuffs.	• https://assets.publishing.service.gov.uk/media/642bec29f6e62000f17dbbe/Tick-awareness-A5-leaflet-April-2023.pdf		
Moving, Handling, Pushing and Pulling (M. H. P. P.)	Employees Public Musculoskeletal injuries	• For expeditions – maximum weight to be carried in relation to bodyweight 20 – 25% (bags should be weighed and items appropriately distributed in the group)	•		
Fire and/or Explosion	Employees Public Minor Burns Fire related incidents not managed. Arson Death or serious injury	• Risks assessed in separate risk assessment	• Campfire and BBQ Risk assessment		
Gas Safety	Employees Public	• Risks assessed in separate risk assessment	• Cooking Risk Assessment		

Risk Assessment Template

	explosion				
Emergencies and First Aid	Employees Public Unable to assist Injured people Unable to assist in an emergency	- First aid provisions procedures in place. - Employees trained in First aid - First aid kits carried by leaders	First aid needs assessment		
Temperature Extremes	Employees Public Exposure Sun Burn/Heat stroke Hypothermia	- Suitable and fully maintained equipment chosen appropriate for conditions. - Communicate with groups and employees if they are completing expeditions during extreme weather. - If completing expeditions in periods of extreme cold using dofe guidance to utilise basic heated accommodation.			
Lighting or Poor Visibility	Employees Public Increased risk of slips and trips due to low light	- Groups to be carrying torches as detailed in the kit list. - Routes to be planned for completion in daylight hours.			
Inclement Weather	Employees Public Hypo / Hyperthermia, exhaustion	- Appropriate clothing, footwear to be worn and provided if required. - HOC weather cards when the met office issue a weather warning. - Expedition routes may be altered by LOT team to minimise the risk of weather forecasts. - Venue chosen appropriate to weather conditions; forecast obtained before activity with details added to expedition	Using industry standard weather websites such as windy and MWIS. Home Page		

Risk Assessment Template

		briefing card. Conditions to be monitored during expedition. • Selection of campsites / venues available to take into account prevailing weather conditions, group and activity – Bivi or camping. • Group Shelter or tents to be carried or means of emergency shelter if using improvised bivvies. • LOT senior staff to cancel and re-schedule expeditions if conditions compromise student safety.			
Harmful Substances	Employees Public Environmental harm Poisoning Skin reactions	• COSHH Risk Assessment Register in place. • Cleaning products covered by COSHH RA • Products used during remote camps suitable to prevent harm to the environment.	• COSHH library		
Hygiene and Infection	Employees Public Poisoning, illness	• Planning Briefing to all to establish separate Cooking, cleaning, toilet area when Camping /wild camping/bivi. • Appropriate health and hygiene brief given precooking – participants to have had prior training/knowledge of food hygiene whilst on expedition. • Water purification and collection guidance appropriate to water source and location			

Risk Assessment Template

		For remote camps, clear briefs of disposal of waste and personal hygiene, in relation to water courses			
Vehicles and Driving	Employees Public Road traffic accident	Students aware of vehicle movement areas when using different campsite.	LOT Driving RA		
Strike by Moving Object(s)	Employees Public Head injuries Concussion	- Groups where possible to avoid long periods of rest in wooded areas during high winds and increased risk of falling branches. - Falling rocks in mountainous/craggy areas - Group briefed on potential hazards of pole ends and pegs. - Group trained to thread poles close to the ground in avoid tent flysheet being taken by the wind.			
Slips, Trips and Falls	Employees Public Strain, sprains Broken bones	- Student briefed to not run around pitched tents during rest periods to avoid trips on guy ropes. - Student must wear suitable footwear when moving around campsites.			
Violence and Aggression	Employees Public Stress/Fear Cuts and bruises Broken bones	- Follow campsite rules - Briefing with participants at campsite on pastoral rules and respect			
Housekeeping	Employees Public	Participants to be shown boundaries of site, facilities such as			

Risk Assessment Template

		toilets/showers/freshwater point, games area, where pastoral support is located.			
Lone Working	Employees Possible safeguarding exposure Lost or injured with no ability to raise the alarm	Expedition leader during wild camps to have a minimum of a second adult available to help in emergencies.	SMI Lone Working.docx		
Water or Drowning	Employees Public	Groups made aware of dangers if camping near open water.			
Radiation	Employees Public Sun burn	- Students briefed to wear clothing and hats to protect skin from exposure to the sun. - Kit list includes suncream for participants. - See also temperature extremes.			
Risk Assessor/Approver: Debbie Barry		Signature: 		Date: 08/08/25	
Responsible Manager: Dave King		Signature: 		Date: 24/06/25	
Risk Assessment Status:		Live			

Outstanding actions?	Yes
-----------------------------	-----

Reviewed by:	Review date:	Any additional control measures or actions taken:

Risk Assessment Template

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:	Activities - Land Sports			Review Frequency:	1 Year	
Activity / Process / Operation Description:	BBQ use and Campfires					
Next Review Date:	31/10/2026					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:											
Harmful Substances	✓	Fire and/or Explosion	✓	Friction or Abrasion	☐	Vulnerable or Young Workers	☐	Radiation	☐	Work Related Stress or Fatigue	✓
Pressure Equipment	☐	Strike by Moving Object(s)	☐	Working at Height	☐	Confined Space	☐	Gas Safety	✓	Work Equipment or Machinery	✓
Vehicles and Driving	☐	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	✓	Water or Drowning	☐	Housekeeping	✓
Noise Exposure	☐	Slips, Trips and Falls	☐	Puncture & Stabbing	☐	Lighting or Poor Visibility	☐	Animal Related Exposure	✓	Safeguarding	☐
Electricity	☐	Crushing	☐	Severing, Cutting or Shearing	☐	Temperature Extremes	☐	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)			☐
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	✓	Inclement Weather	☐	Moving, Handling, Pushing and Pulling (M. H. P. P.)			✓
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	☐	Violence and Aggression	☐	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)			✓
Other – Describe?	☐	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?			☐

Risk Assessment Template

Table 2 - People who may be affected:	
<u>Employees*</u> (includes contractors)	<u>Public</u> (includes general visitors and paying guests)
*Vulnerable workers NB. Some workers have particular requirements, for example young workers , migrant workers , new or expectant mothers and people with disabilities .	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
Hygiene and Infection	Employees Public Poisoning, illness	Employees and participants to follow basic food hygiene principles when cooking. Wash hands, temperature check cooked food.			
Harmful Substances	Employees Public Environmental harm Poisoning Skin reactions	- COSHH Risk Assessment Register in place. - Cleaning products covered by COSHH RA. See HOC management SP page: COSHH - Control of Substances Hazardous to Health			
Fire and/or Explosion	Employees Public	- BBQ and Campfires to be set up in designated area, away from kit and equipment - Participants to be a safe distance away from the fire in case of flying sparks - Loose clothing and hair to be kept out of the way of the fire			

Risk Assessment Template

		- Only staff members attend to the fire - Fire is not to be left unattended - Jerry can of water to be on standby if fire gets out of control so it can be quickly extinguished. - Insecure fire is fully extinguished before leaving - Wait until the BBQ is fully cooled down before attempting to touch or move it			
Moving, Handling, Pushing and Pulling (M. H. P. P.)	Employees Public Musculoskeletal injuries	Bend with knees and keep back straight when placing any items on the ground or if picking anything up			
Gas Safety	Employees Public	- Empty gas canisters never to be put on a campfire. - Empty gas canisters to be returned to Expedition van and marked as empty.	•		
Emergencies and First Aid	Employees Public Unable to assist Injured people Unable to assist in an emergency	- First aid provisions procedures in place. - Employees trained in First aid - Group first aid kits carried by all group instructors. - First aid needs assessment in place and reviewed annually.	•		
		•	•		
		•	•		
		•	•		
		•	•		
Risk Assessor/Approver: Debbie Barry		Signature: 		Date: 08/08/25	

Risk Assessment Template

Responsible Manager: Dave King	Signature: 	Date: 25/06/25
Risk Assessment Status:	Live	

Outstanding actions?	No
-----------------------------	----

Reviewed by:	Review date:	Any additional control measures or actions taken:

Risk Assessment Template

Directorate:	Universal Services		Service:	Hampshire Outdoor Centres		
Centre(s):	CAC: No	RWE: No	TB: No	ALOEC: No	LOT: Yes	
Category:	Activities - Land Sports			Review Frequency:	1 Year	
Activity / Process / Operation Description:	Remote Expedition Cooking and cooking at campsites					
Next Review Date:	31/10/2026					

Explanatory Notes / Links to Operational Procedures (OP's), Safe Operating Procedures (SOP's) or Service Management Instructions etc:

[LOT Operating Procedures.docx](#)

Table 1 - Hazards: Please indicate by selecting the areas of likely exposure from the table below:

Harmful Substances	☒	Fire and/or Explosion	☒	Friction or Abrasion	☐	Vulnerable or Young Workers	☐	Radiation	☐	Work Related Stress or Fatigue	☐
Pressure Equipment	☐	Strike by Moving Object(s)	☐	Working at Height	☐	Confined Space	☐	Gas Safety (leak)	☒	Work Equipment or Machinery	☒
Vehicles and Driving	☐	Access or Egress	☐	Entanglement	☐	Emergencies and First Aid	☒	Water or Drowning	☒	Housekeeping	☒
Noise Exposure	☐	Slips, Trips and Falls	☒	Puncture & Stabbing	☒	Lighting or Poor Visibility	☒	Animal Related Exposure	☒	Safeguarding	☐
Electricity	☐	Crushing	☐	Severing, Cutting or Shearing	☐	Temperature Extremes	☐	Inadequate Personal or Respiratory Protective Equipment (P.P.E. & R.P.E.)		☐	
Vibration Exposure	☐	Trapping	☐	Hygiene and Infection	☒	Inclement Weather	☒	Moving, Handling, Pushing and Pulling (M. H. P. P.)		☐	
Asbestos Exposure	☐	Display Screen Equipment (DSE)	☐	Lone Working	☐	Violence and Aggression	☐	Lack of Skills, Knowledge, Attitude, Training and Experience (S.K.A.T.E.)		☒	
Disposal of Gas cylinders	☒	Gas Storage	☒	Other – Describe?	☐	Other – Describe?	☐	Other – Describe?		☐	

Risk Assessment Template

Table 2 - People who may be affected:	
Employees* (includes contractors)	Public (includes general visitors and paying guests)
*Vulnerable workers NB. Some workers have particular requirements, for example young workers, migrant workers, new or expectant mothers and people with disabilities.	

Hazards (Use Table 1 above)	Who might be harmed and how? (Use Table 2 above)	Precautions already taken (What are you already doing – existing control measures)?	Are additional control measures necessary, and what are they?	Action owner and required completion date	Date completed
Work Equipment or Machinery	Employees Public Explosion Fire Burns	- Trangia gas converters maintained in accordance with manufacturer's instructions - Only gas stoves of 'Trangia' type to be used. - Annual safety checks to be completed on stoves and record kept. Any stoves that fail checks to be clearly marked "do not use", taken out of circulation and repaired or disposed of. If repaired, safety check to be repeated and note to be made in log. - Prior to expedition a visual check must be completed on all stove burners that are to be used; valves, burner, hose and crimped connections. - Before stove is assembled participants must be trained to provide visual check to	Asset trac?	DK/DB	

Risk Assessment Template

		components and notify supervisor if they are unsure of condition so safe use can be established. If unsafe, burner to be clearly marked and taken out of circulation.			
Gas Safety (leak)	Employees Public Explosion Fire	• If gas is smelt, on entering the building, do not turn on the lights or heating but open both doors to allow gas fumes to dissipate. • Notify the centre manager immediately by contacting reception. • If safe to do so, remove cylinders from building and try to identify the leaking cylinder. • Cylinders must not be stored attached to any appliance.			
Disposal of Gas cylinders	Employees Public Explosion Fire	• Empty cylinders must be marked on expedition as 'dead' and the date, clearly written on them. • Empty cylinders to be vented by piercing with a Jetboil Crunchit tool once returned to stores. • The pierced cylinders need to be left outside at the back of stores for at least 2 weeks to allow any residue to disperse prior to disposal in an approved bin. • Empty cylinders are not to be disposed of in the centres recycling bin as this is against Suez waste company policy. • Only pierced and vented cylinders to be stored outside			

Risk Assessment Template

		to avoid unpierced cylinders go to recycling by mistake.			
Gas Storage	Employees Public Explosion Fire	- Gas cylinders to be stored in a metal COSHH compliant ventilated locker within the store so that they are clearly identifiable, location to be shared with centre manager. - Any maintenance issues, such as faulty wiring, to be reported to the centre manager immediately. - Gas cylinders must not be stored in direct sunlight or temperatures exceeding 50oC. - The room must have suitable ventilation. There should be no possible sources of ignition in the room, such as naked flames. - Maximum of 50 Kg of gas to be stored at any one time which equates to 80 x 450g cylinders (for use with expedition stoves) - The storage facility must keep the cylinders dry to prevent corrosion. - Appropriate signage to be displayed to show that store and locker contains flammable gas. - Cylinders need to be stored securely in an appropriate box so that they are clearly visible, when being transported. - Park vehicle in shade and open doors if need be.			

Risk Assessment Template

		- Any damaged cylinders need to be marked and stored separately from the main gas supply. - Empty cylinders to be marked as “dead”, dated, and stored separately to be disposed			
Lack of S kills, K nowledge, A ttitude, T raining and E xperience (S.K.A.T.E.)	Employees Public Explosion Fire Burns	- Stoves to be set up on flat, level ground and a minimum of 5m from tents. With the exception of over 18 year olds on Gold DofE who can cook in the tent porch in inclement weather, following a conversation with their Expedition Supervisor Cooking area must be clear and free from kit – bags, clothes, boots etc. - Ensure tap is set to make sure cylinder ‘off’ and then is screwed on securely taking care to not cross thread in the process. - Cylinder must be in the upright position to avoid the risk of liquid gas entering the stove with the associated flare up. - Any damaged cylinders must not be used and marked up as damaged and stored away from the other cylinders. - Participants using gas stoves, must be trained and supervised by trained supervisor (minimum level internal HCC course Hampshire Lowland terrain expedition leader HLTL).			

Risk Assessment Template

		- Participants shown how to light a Trangia in pairs - one person operates the gas tap, the other person has a lighted match/ lighter. Flame must be presented close to the burner before the gas is turned on to prevent the flair up of gas collecting in the wind shield. Provide multiple opportunities to practice method until comfortable. - Participants directly supervised during first uses to correct method of approach/technique. - Participants instructed that the lighting of the stove is for cooking purposes only. - Stoves only to be lit once participants have prepared food items and have filled drinking water bottles and are therefore considered ready to cook. - Observation of group whilst using stoves must be maintained by supervisor at bronze and silver level. Until competence demonstrated.			
Puncture & Stabbing	Employees Public Cuts, Bleeding	Employees trained in First aid			
Fire and/or Explosion	Employees Public Burns Smoke inhalation Death	- When cooking at an established campsites follow the fire procedure. - Staff with adequate experience may chose to tackle a small fire using			

Risk Assessment Template

		- adequate firefighting equipment. - LOT staff to have access to a small fire extinguisher on the vehicle supporting expedition.			
Hygiene and Infection	Employees Public Poisoning, illness	- Planning Briefing to all to establish separate Cooking, cleaning, toilet area when Camping /wild camping/bivi. - Appropriate health and hygiene brief given precooking – participants to have had prior training/knowledge of food hygiene whilst on expedition. - Water purification and collection guidance appropriate to water source and location. - For remote camps, clear briefs of disposal of waste and personal hygiene, in relation to water courses			
Emergencies and First Aid	Employees Public Unable to assist Injured people Unable to assist in an emergency	- First aid provisions procedures in place. - Employees trained in First aid - First aid kits carried by group instructors - First aid needs assessment			
Inclement Weather	Employees Public exposure	- No cooking inside tents for under 18s. - Adults may choose to cook in a tent porch in adverse weather conditions.			
Harmful Substances	Employees Public	COSHH Risk Assessment Register in place.	COSHH library		

Risk Assessment Template

	Environmental harm Poisoning Skin reactions	• Cleaning products covered by COSHH RA • Products used during remote camps suitable to prevent harm to the environment.			
Lighting or Poor Visibility	Employees Public	• Groups to be carrying torches as detailed in the kit list.			
Water or Drowning	Employees Public	• Students to gather water at remote campsites in pairs from sources approved by the leader.			
Animal Related Exposure	Employees Public	• Cooking is to take place away from animals.			
Housekeeping	Employees Public	• Participants to be shown boundaries of site, facilities such as toilets/showers/freshwater point, games area, where pastoral support is located. • Participants must have long hair tied back, and be wearing closed toe shoes – not crocs, sliders, flip flops, sandals or similar when cooking.			
Slips, Trips and Falls	Employees Public	• Participants must be in a low stable position kneeling, on one knee or squatting, not sitting, so they can move away quickly from the stove whilst cooking. • Participants should have all equipment and food needed and prepared for cooking prior to lighting stoves to avoid the need to stand up or walk about whilst cooking.			

Risk Assessment Template

Risk Assessor/Approver: Debbie Barry	Signature: 	Date: 08/08/25
Responsible Manager: Dave King	Signature: 	Date: 24/06/25
Risk Assessment Status:	Live	

Outstanding actions?	Yes
-----------------------------	-----

Reviewed by:	Review date:	Any additional control measures or actions taken: