Woodland Xperiences will minimise risks associated with this activity by using an appropriately competent staff to lead the activity. The staff will use this risk assessment and other associated paperwork as the basis for the safe delivery of the activity. Woodland Xperiences recognises the need to have a dynamic approach to risk assessment and therefore the staff will continually assess the activity as it develops and put into place the necessary actions.

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| --- | --- | --- | --- | --- | --- |
| **(1)**  **Activity /**  **Area of Concern** | **(2)**  **Hazards Identified** | **(3)**  **Persons at Risk** | **(4)**  **Current Risk Factor**  (high, medium or low) | **(5)**  **Actions to be taken to minimize each risk** | **(6)**  **New Risk Factor**  (high, medium or low) |
| Cooking | Burns | All Participants | High | All participants to be briefed on how to use and operate camping stoves used.  Staff to monitor groups during cooking.  Staff to carry a suitable first aid kit | Low |
| Cooking | Food Poisoning/general | All Participants | Med | Participants to be briefed on suitable types of food, and warnings of dangers of not cooking food properly.  Level 2 food safety trained staff. Gloves to be worn when handling food.  Gloves to be worn during handling of food and utensils.  Orderly distanced que for serving.  Mask worn by chef. | Low |
| Cooking | Fire | All Participants | High | All participants to be briefed on how to use and operate cooking equipment, tools & gloves.  Member of staff to be present at fire at all times.  Staff to be present and supervise cooking.  Participants briefed on rules to include, no cooking in or near tents, no games or running around tent area Participants to be given safety briefing on open fire cooking. | Low |
| Tents/Tarps/  Shelters/  hammocks | Equipment Failure | All Participants | Med | Participants given demonstration of tarp erection & hanging of hammocks using webbing straps provided. Hammocks set up and location to be inspected by staff prior to use by participant.  Hammocks to be set at height of users seating position in case of failure.  Underneath of hammock to be clear of potential hazards or covered if applicable. Participants to work in minimum of pairs to ensure safe erection of tarps/shelters to avoid complacency after long/arduous activities or beniting.  All equipment to have regular safety checks.  Additional tents/Tarps carried in case of breakages | Low |
| Tents | Slips and trips | All Participants | Med | Participants to be recommended that they should not run around near tents/tarps.  Warnings about Guy ropes and locations.  Participants recommended carrying and using a torch at night.  Staff to carry or have access to a suitable first aid kit | Low |
| Tents | Sleeping | All Participants | Med | Individual tents and shelters to be used for single person sleeping.  Family group from same home can share one tent/shelter | Low |
| Water | Poisoning | All Participants | High | Participants to be advised of water and Hygiene issues.  Water to be carried in from a known clean source.  If water is not able to be carried in water purification procedures to be adhered to. | Low |
| Woodland | Falling branches, twigs  and trees | All Participants | High | All participants briefed to keep an eye on wind conditions and actions on hi wind levels. (move to Stoller under staff supervisiion)  Weather forecast monitored prior and during camp.  Manage wind conditions utilising Beaufort scale | Med |
| Toilet Facilities | Illness | All Participants | Low | All participants briefed on location of toilets and showers. Hand sanitiser available.  Toilets marked vacant/occupied outside to show in use or not.  Go in pairs and one stand outside to inform others toilet/washroom in use.  Areas touched wiped down after each use with ant bacterial wipes. |  |
| Attendance  Discipline | Straying from activity/camp area | All Participants | Low | Attendance and discipline remain the responsibility of the individual and supervising staff/teachers/careers/parents/legal guardians of all individuals attending.  Supervising staff etc must be present/in attendance of all activities including any down time/breaks and night time routine.  Night time routine could consist of supervising staff being awake and present throughout the silent hours as a point of watch and contact. | Low |
| Tents/Shelters | Mixed gender | All Participants | Low | During family camps parent/guardians dictate who sleeps wear.  During veteran camps they decide wear to sleep.  During College camps the College staff dictate who sleeps wear according to their policies. | Low |
| Mental Health | All Activities | All Participants | Med | All beneficiaries to agree and sign consent/contract.  During centre location ensure MH consultant or Member of Location staff present during activities.  All Staff to get to know beneficiaries and triggers if possible.  During remote locations off site utilise consultant.  Sit/Stop Radio for assistance.  All eventualities to be documented. | Low |
| Covid19 | Cross contamination | All Participants | High | Participants and Staff to wear face mask and or gloves where safely possible.  Safe distancing of 2m when safely possible. | Med |

**Assessment prepared by: Adrian Martin Signature: A.Martin Date: May 2023**