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|  | health & safety Risk Register |

# PORTFOLIO: Student Camps

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| RISK | AREA | LIKELIHOOD | IMPACT | MANAGEMENT STRATEGY | | |
| Prevent | Minimise | Manage |
| Participant doesn't take or takes incorrect medication | Physical Health | Med | Med/High |  | Participants required to provide details of all medication, to be shared with First Aid officers, and Wellbeing advisor. | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Medication is stolen and consumed | Physical Health / Behaviour | Low | Med/High | Medication to be kept in secure, confidential place |  | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant's pre-existing condition (e.g. asthma, diabetes, epilepsy, etc.) becomes aggravated | Physical Health/Mental Health | Med | Med/High |  | Participants required to provide details of all medication and pre-existing conditions, to be shared with First Aid officers, and Wellbeing advisor. | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant has pre-existing condition but has not disclosed it on the Medical Form | Physical Health/Mental Health | Med | Med/High |  | Participants must complete medical form in order to attend camp | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant doesn't get enough sleep | Physical Health | Med | Low |  | Ensure tired participants are given opportunities to rest  Encourage participants to rest | Provide opportunities for additional rest if required |
| Participant is too cold or hot | Physical Health / Environmental | Med | Low | Ensure participants are aware of the expected weather and pack accordingly | Monitor participants for warning signs.  Allow participants to seek heat / cooling as required. | First aid officer to take appropriate action |
| Participant gets sunburn/sunstroke | Physical Health / Environmental | Med | Med/High | Participants and first aid officers to provide sunscreen  Participants allowed adequate shade options or alternatives  Participants encouraged to wear sun smart clothing | Regular reminders to reapply sunscreen (particularly after physical exertion or swimming) and be sun smart | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant is not able to eat enough | Physical Health | Med | Med | Ensure there is enough food for the number of participants. Over cater or undertake further food shopping if required | Ensure that there is sufficient time for food breaks, and for participants to finish their meals. | Leaders to have access to additional food if required. |
| Participant has an allergic reaction to food | Physical Health | Med | Med/High | Where known, participant to advise all allergies. All leaders and people involved in food preparation (or other relevant activities) to be aware of these | Avoid, where possible, the use of high risk foods  Check all preparation areas for possible contaminants | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant gets travel sickness on the bus | Physical Health | Med | Low | Where known, encourage participant to sit at front of the bus and take medication |  | First aid officer to take appropriate action |
| Participant becomes dehydrated | Physical Health | Low | Med |  | Ensure participants have access to sufficient water and can refill personal water bottles as required.  Remind to hydrate if consuming alcohol | First aid officer to take appropriate action |
| Accidental death | Physical Health / Safety | Low | High |  | Each activity assessed for risk and planned with safety of participants in mind.  Trained First Aid leaders  Medical information form provided by participant  Leaders monitoring all activities | Contact emergency services to manage.  Contact University.  Ensure all other participants are safe and cared for appropriately. |
| Participant is seriously injured | Physical Health / Safety | Low | High |  | Each activity assessed for risk and planned with safety of participants in mind.  Trained First Aid leaders  Medical information form provided by participant  Leaders monitoring all activities | Ambulance or transfer to medical facility as appropriate.  Contact University.  Ensure all other participants are safe and cared for appropriately. |
| Contagious illness breaks out | Physical Health | Med | Med |  | Insofar as possible decrease chance of cross-contagion. | First Aid officer to manage. If serious contagion camp should be cancelled, all participants transported to medical facility. |
| Participant gets food poisoning | Physical Health | Low | Low/Med | Comply with legal safe food handing requirements |  | First Aid officer to monitor, if any concerns contact closest medical centre for advice. If urgent summon ambulance or transport to hospital/medical centre |
| Participant gets left behind by bus / cars | Safety | Med | High | Roll call and head count every time the bus / cars are preparing to leave | Camp leaders to have responsibility for checking their smaller group  Contact numbers for all participants and participants to all have contact numbers for camp leaders.  Make sure that all participants are aware of departure times. | Return and collect. If possible contact to advise that this is happening. |
| Bus / car crashes | Safety | Low | High | Only use authorised drivers who have the correct license for the vehicle type. |  | Contact emergency services.  Contact the University.  Use emergency contact list for participants as required. |
| A participant accuses another participant of harassment or discrimination | Safety | Med | High | Make clear on all forms and in briefings that harassment and discrimination are not tolerated and what the consequences will be (include clear definitions of what discrimination and harassment are). | Leaders and welfare officers to monitor participant behaviour. Where possible pre-empt conflict by discussing inappropriate behaviour with perpetrator. | Assess the situation and provide support and safety.  Follow UoM policy and procedure.  Seek advice from wellbeing advisor.  If need be formalise a complaint or implement strategies that separate involved parties (including option of sending accused home) |
| A participant accuses a camp leader of harassment or discrimination | Safety | Low | High | Ensure all leaders have completed SCP training.  Ensure that all leaders are aware of and understands what discrimination and harassment are. | Leaders and welfare officers to monitor participant behaviour. Where possible pre-empt conflict by discussing inappropriate behaviour with perpetrator. | Assess the situation and provide support and safety.  Follow UoM policy and procedure.  Seek advice from wellbeing advisor.  If need be formalise a complaint or implement strategies that separate involved parties (including option of sending accused home) |
| A participant accuses another participant of sexual abuse or other violent crime | Safety | Low | High | Provide information about consent and respectful behaviour prior to and during camp.  Ensure participants and leaders understand what illegal behaviour is. | Monitor participant behaviour, where possible pre-empting issues, particularly where alcohol is concerned. | Discuss preferred options with the victim.  With permission, report to police or other emergency services and follow advice provided by them.  Advise the University of what has occurred (anonymously if need be) |
| A participant accuses a camp leader of sexual abuse or other violent crime | Safety | Low | High | Provide information about consent and respectful behaviour prior to and during camp.  Ensure participants and leaders understand what illegal behaviour is. | Monitor leader behaviour, where possible pre-empting issues, particularly where alcohol is concerned.  Ensure participants and leaders know that they can report to wellbeing advisor. | Discuss preferred options with the victim.  With permission, report to police or other emergency services and follow advice provided by them.  Advise the University of what has occurred (anonymously if need be) |
| Fight breaks out between participants | Safety | Low | High |  | Create a respectful environment at the camp.  Monitor behaviour and pre-empt where possible. | Depending on level of severity follow safety or behavioural protocols. |
| A third party commits a violent crime on a participant | Safety | Low | High | Supervision of all participants, minimal third-party contact. | Create a respectful environment at the camp.  Monitor behaviour and pre-empt where possible. | Take care of participant. Contact police to respond to offender.  Advise the University of what has occurred. |
| Fire (or other emergency event) at camp | Safety | Low/Med | High |  | Ensure all participants are aware of and understand emergency and/or evacuation plan. | Follow emergency protocols. |
| Participant goes missing or runs away | Safety | Low/Med | High | Regular headcounts. | Ideally participants as well as leaders to have mobile phones and each other’s contact number. | Follow emergency protocols if not located immediately. |
| Participant attempts suicide | Mental health/Physical health | Low | High | Ensure all participants and leaders know who they can talk to.  Promote emotional wellbeing.  Monitor behaviour of participants. | Welfare officers trained to watch out for warning signs. | Contact 24-hour suicide hotline.  Contact University.  Contact emergency contact.  If at risk participant should be accompanied home. |
| Participant completes suicide | Mental health /Physical health | Low | High | Ensure all participants and leaders know who they can talk to.  Promote emotional wellbeing.  Monitor behaviour of participants. | Welfare officers trained to watch out for warning signs.  Participants usually in groups supervised by a leader. | Policy and emergency services contacted.  University contacted.  Other participants cared for, end camp and take get everyone home safely. |
| Participants are emotionally affected by camp in a negative way | Mental health | Med | Med | Ensure all participants and leaders know who they can talk to.  Promote emotional wellbeing.  Ensure participants know that they can opt out of activities. | Monitor behaviour of participants and initiate discussions as required.  Assess activities in advance for whether they are likely to be ‘uncomfortable’ and manage this effectively |  |
| Participant wants or needs to go home | Mental health / logistical | High | Low |  | Ensure all participants understand the process of early departure. | Talk with participant as to why (leader or wellbeing officer as appropriate) if possible alleviate circumstances that make them want to leave. |
| Participant consumes Illegal drugs | Behaviour / Health | Med | Med | Ensure participants are aware that this is strictly prohibited and what the consequences will be. |  | Inform emergency services.  Inform the University.  Participant sent home. |
| Participant is in possession of illegal drugs | Mental health/Physical health | Med | Med | Ensure participants are aware that this is strictly prohibited and what the consequences will be. | Provide options for drug disposal | Inform the University  Inform the police if necessary  Participant sent home |
| Participant brings a weapon / dangerous object. | Behaviour | Low | Med | Ensure participants are aware that this is strictly prohibited and what the consequences will be. |  | Inform the police if necessary.  Inform the University.  Participant sent home. |
| Relationship drama or break up between participants in a relationship | Behaviour /Mental Health | High | Low/ Med |  | Ensure participants know who they can talk to for support. | Offer support.  Allow participants space away from each other. |
| Participants get drunk | Behaviour | High | Med | RSA qualified leaders  Either: control of alcohol supply by leaders OR participants aware that alcohol may be confiscated if deemed advisable | All activities to be supervised and responsible drinking encouraged.  Camp leaders to take sober duty rotations and monitor behaviour. | Intoxicated participant to be cared for as required. |
| Illegal consumption of alcohol by minor | Behaviour | Low | High | Only participants who have provided evidence of date of birth and who are over 18 to be permitted on camps where alcohol will be available. | Implement process for validating proof of age and recording this.  Ensure potential participants are aware of age restrictions. | Inform the University.  Child to be accompanied home. |
| Participant does not complete an indemnity form before Camp | Liability | Low | High | Only participants who have completed and submitted all required forms permitted to attend camp. | Ensure that participants are aware of form requirements.  Have spare forms available on the day. | Participant sent home. |
| Damage to third party property (including venue) | Liability | Med | Med | Promote respectful behaviour | Ensure participants are mindful and considerate of others’ property | Insurance |
| Damage to participant property | Liability | Med | Low | Promote respectful behaviour  Discourage participants from bringing valuables | Ensure participants are mindful and considerate of others’ property | Insurance |
| Property stolen | Liability / Behaviour | Med | Med | Promote respectful behaviour  Discourage participants from bringing valuables | Ensure participants are mindful and considerate of others’ property  Participants in supervised groups most of the time | Contact police if required.  Contact University |
| Unauthorised person/s attend the camp | Liability / Behaviour | Low | Med | Clear rules regarding attendance.  Check registration details of all attendees to confirm eligibility | Monitor camp for unauthorised attendees joining | Person sent home.  Investigate circumstances |
| Manifestation of a previously undiagnosed mental illness | Mental health / Safety | Med | Med/High |  | Trained first aid officers | Contact emergency services and / or University if needed.  First aid to manage as appropriate.  Provide transport home if needed. |