

Timperley DofE Award Centre Risk Management Policy

1. Introduction

- 1.1. This policy sets out the approach for identifying, assessing, and controlling risks associated with Duke of Edinburgh Award (DofE) expeditions and activities undertaken by the Timperley DofE Award Centre.
- 1.2. The objective is to ensure the health, safety and wellbeing of all staff, volunteers, and participants involved in the Centre's activities whilst also minimising impact to the environment.

2. Scope of this Policy

- 2.1. This policy applies to all activities and expeditions undertaken by the Timperley DofE Award Centre, regardless of location, duration, or mode of transport. This includes:
 - 2.1.1. Planning and preparation for expeditions including activities undertaken at the Kersal Rugby Club where the Centre is based (e.g. registration days, planning evenings, kit nights etc.).
 - 2.1.2. The execution of practice and qualifier expeditions at all Award levels (i.e. Bronze, Silver and Gold).
 - 2.1.3. Post-expedition activities, including kit return nights and presentation evenings.
 - 2.1.4. Ad hoc activities undertaken by staff and volunteers involved in support of the Centre's objectives.

3. Policy Statement

- 3.1. The Timperley DofE Award Centre is committed to:
 - 3.1.1. Complying with all relevant health and safety legislation and best practices
 - 3.1.2. Identifying and assessing potential risks associated with the Centre's activities and expeditions.

- 3.1.3. Implementing suitable and sufficient control measures to mitigate risks so far as reasonably practicable.
- 3.1.4. Providing appropriate risk management training to Centre staff and volunteers.
- 3.1.5. Regularly reviewing and updating this policy.

4. Risk Identification and Assessment

- 4.1. Risk assessments will be developed for Timperley DofE Centre's activities and expeditions prior to the activity commencing to ensure suitable and sufficient control measures are established and put in place. This will include:
 - 4.1.1. Identifying the hazards and risks associated with each of the Centre's activities as outlined in the scope of this policy.
 - 4.1.2. Assessing the significance and likelihood of each risk
 - 4.1.3. Ensuring suitable and sufficient control measures are considered and applied to mitigate the risk so far as is reasonably practicable.
- 4.2. Risk assessments for the undertaking of expeditions at the three Award Levels (Bronze, Silver, Gold) will include, as a minimum, consideration of the following hazards:
 - 4.2.1. Environmental: Weather conditions, altitude, terrain, wildlife encounters, natural disasters.
 - 4.2.2. Health & Safety: Medical conditions of participants, access to medical care, food and water safety, hygiene and sanitation, safeguarding.
 - 4.2.3. Security: Political instability, crime, terrorism, personal safety.
 - 4.2.4. Logistical: Transportation, accommodation, equipment, communication.
 - 4.2.5. Cultural: Cultural sensitivities, potential for cultural misunderstandings.
 - 4.2.6. Financial: Budget constraints, potential for unforeseen costs.

5. Risk Control and Mitigation

- 5.1. Suitable and sufficient control measures to mitigate risks identified during the risk assessment process will be documented and implemented.
- 5.2. With specific reference to pre-planning of expeditions, risk mitigation will include:
 - 5.2.1. Development of detailed itineraries, including emergency contact information, evacuation plans, and communication protocols.
 - 5.2.2. Ensuring participants are physically and mentally fit for the expedition at the appropriate Award Level.
 - 5.2.3. Obtaining necessary medical information and travel insurance details.

- 5.2.4. Inspecting and maintaining all equipment e.g. group equipment, and communication devices (e.g. trackers, mobile phones).
- 5.2.5. Ensuring participants have the appropriate personal equipment to ensure their health and safety during the expedition.
- 5.2.6. Conducting pre-expedition briefings with participants and volunteers to discuss risks, safety procedures, and responsibilities.
- 5.3. Once an expedition is underway, the following processes will be applied:
 - 5.3.1. Conducting daily dynamic risk assessments to identify and address changes to previously identified hazards/controls or any emerging/new issues.
 - 5.3.2. Maintaining regular communication with the Timperley DofE Centre Manager, emergency contacts, and relevant authorities.
 - 5.3.3. Immediately reporting any incidents (accidents, illnesses, or near misses) and implement appropriate response measures.
 - 5.3.4. Being prepared to adjust plans based on changing circumstances and unforeseen circumstances.
- 5.4. Conduct a post-expedition debriefing to review the expedition, identify areas for improvement, and document lessons learned. This should also include the following:
 - 5.4.1. Analysis of any incidents that occurred during the expedition to identify root causes and implement corrective actions.
 - 5.4.2. Review of risks encountered and control measures effectiveness to inform mitigation strategies for future expeditions.

6. Roles and Responsibilities

- 6.1. The Centre Manager and Trustees will:
 - 6.1.1. Ensure adequate resources (i.e. people, financial) are allocated for risk management.
 - 6.1.2. Ensure risk assessments are developed and approved prior to activities taking place.
 - 6.1.3. Monitor and review the effectiveness of risk control and mitigation measures on a periodic basis.
- 6.2. The DofE Expedition Managers at the three Award Levels (Bronze, Silver, Gold) are responsible for the health and safety of their expedition team. Expedition Managers will:
 - 6.2.1. Conduct pre-expedition briefings and daily safety checks.
 - 6.2.2. Ensure suitable and sufficient risk assessments are in place for the expedition.
 - 6.2.3. Implement suitable and sufficient risk control measures as identified from expedition risk assessments.

- 6.2.4. Ensure all volunteers and participants understand the relevant control measures identified from the risk assessment process.
- 6.3. The Expedition Supervisor with responsibility for a group or multiple groups will ensure the health and safety of the groups' participants as far as is reasonably practicable. This will include ensuring risk control measures are implemented and are effective.
- 6.4. Individual participants taking part in expedition activities will:
 - 6.4.1. Have responsibility for their own safety, health and wellbeing and that of their peers.
 - 6.4.2. Participate in pre-expedition training and briefings as appropriate.
 - 6.4.3. Comply with all instructions and safety procedures as provided to them by the DofE Expedition Manager and Expedition Supervisor both in planning stages and in the execution of an expedition.

7. Communication

- 7.1. Clear and effective communication channels will be maintained throughout the execution of an expedition. This will include the communication of the outcomes of the risk assessment process to all staff and volunteers as appropriate to ensure they are fully aware of the control measures and mitigation strategy.
- 7.2. Pre-expedition briefings and planning sessions with participants will include communication and discussion of risks, control measures, safety procedures, and responsibilities.

8. Contact Information

- 8.1. For any inquiries, please contact:
 - Centre Manager: Emma Deighton-Brown
 - Email: emma.db@dofetimperley.org.uk

9. Policy Review and Change

- 9.1. This policy will be reviewed and updated regularly to ensure its continued effectiveness in risk management.

- 9.2. This policy may only be amended or withdrawn by the Timperley DofE Trustees or Centre Manager.

The **Timperley DofE Award Centre Risk Management Policy** has been approved by Trustees of the Centre.