



EVENT SPECIFIC RISK ASSESSMENT



Visit details: Overnight stays in camping pods at Suntrap

Carried out by: Suntrap staff

Date: September 2021

Possible hazards and risks:	Precautions and control measures to reduce the risk severity or likelihood:
Students ingesting incorrect medicine	Suntrap staff to advise group leader to keep medicines locked away from students. For medicines which need to be kept refrigerated, Suntrap provides a lockable fridge in The Lodge. Students to be instructed that all medication to be handed into school staff, unless school policy is for them to carry their own particular medicine e.g. asthma inhaler.
Accident/illness/emergency at night	A first aid kit is available in camping pavilion. Out of hours (19:00-08:30) in case of emergency group leader should consider calling 999 or 111 or ringing the Suntrap emergency duty officer on 07770 057 359. Suntrap address; Suntrap, Church Road, High Beach, Loughton, Essex, IG10 4AJ What3words entrance from the road; headed.trips.dating What3words The Lodge; gates.small.mugs Group leader will have a key to access all the pods.
Getting lost/stranger danger	Students to be instructed not to leave the camping field without permission. Students to be instructed not to climb over any fences. Students to be instructed on the procedure for using the toilet at night. Students to be shown how to lock their pods from the inside. Group leader will have a key to access all the pods.
Choking	Students to be instructed that no food or drinks other than water allowed in pods.
Lightning strike	During thunderstorms everyone should stay in their pod or in The Lodge.
Injury through slip/trip/fall	Students to be instructed that after dark to always walk along paths. Footwear must be worn when out of pods. Suntrap staff ensure there is a fully equipped first aid kit in the camping pavilion and make group leader aware of its location.
Drowning	Students to be instructed not to climb over any fences.
Injury from incorrect actions when a fire alarm sounds	Fire assembly point; by the Ken Hoy bench in the middle of the field. Students and accompanying adults to be instructed of fire drill procedure by Suntrap staff when moving into their pods. Group leader should call 999 if a fire alarm sounds out of hours (19:00- 08:30).

	<p>Suntrap address; Suntrap, Church Road, High Beach, Loughton, Essex, IG10 4AJ.</p> <p>What3words entrance from the road; headed.trips.dating</p> <p>What3words The Lodge; gates.small.mugs</p> <p>After calling 999 group leader should call the Suntrap emergency duty officer 07770 057 359.</p> <p>No one should re-enter pods or The Lodge until being given the all clear from either the fire brigade or the Suntrap emergency duty officer.</p>
Injury/incident inside pod	<p>Group leader should ensure that students are behaving appropriately when in their pods.</p> <p>Students to be instructed that they are only allowed to be inside their own pod.</p> <p>Group leader will have a key to access all the pods.</p>