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| --- | --- | --- |
|  | Captain Naval Recruiting Headquarters | Captain Naval RecruitingRoom 202PP73aJago RoadHM Naval BasePORTSMOUTHHampshirePO1 3LU |
|  | Telephone: 023 927 27738Military Net: 9380 27738Fax: 023 927 27266Email:Janine.huntley636@mod.go.uk |
|  |  |
|  |  |

**SUBJECT: ATTRACT TEAM VISIT TO:** Girl Guides County Camp

**Introduction**

1. Thank you for requesting a series of visits by the NE Attract Team. The team are attending on the 27th and 28th May 2023. Please take the time to read the following instruction to maximise the benefit for both your students and the Attract Team.

**Background**

2. The RN Attract Teams have been engaging with local communities regionally with resounding success for over twenty years; visiting schools & colleges, youth organisations and local community groups. The teams offer tailored programmes of experiential learning, leadership & team building activities, religious engagements, and STEM activities, Covid19 regulations permitting.

**Summary**

3. The following is an outline of the activities that will be conducted by the RN Engagement Team during our visit

1. **MTA – Team Building**
2. **STEM**
3. **Physical Activities**

4. The RN Attract Team can only conduct the activities once written consent for all students has been obtained by yourselves. We will require a signed copy of the attached consent form (Appendix 1) prior to the commencement of activities. All teams carry the Code of Conduct for RN Engagement Teams and will have attended induction training. All activities are Risk Assessed and will be provided to you.  All team members have DBS clearance or are in the process of gaining clearance.

**Location**

5. The chosen location for the visit is a key factor to ensure the presentation and activities provided has maximum impact to encourage students/cadets to participate in the activity.

6. All the activities will be conducted outside to comply with Government Guidelines and RN Policy on engaging with organisations. Unfortunately, this means there is no indoor wet weather plan. In the event of inclement weather, followed by a dynamic risk assessment which deems the activities to be unsafe then we will have no alternative but to cancel the event.

**Tutor Attendance/Duty of Care**

7. As per the Risk Assessments for RN Activities there must always be an Adult Teacher/Instructor in attendance with each group. They are to be responsible for all disciplinary matters and the reinforcement of Social Distancing and all other Covid safe protocols.  If this is not adhered to, the teams cannot conduct their activities and must leave the venue. You will always retain duty of care for the participants.

**Medical**

8. All attendees attending must be free from any medical condition that will impact on them participating in activities. Any attendee that feels unwell during the activities will be directed to the Teacher/Instructor for support.

**Planning**

9.The teams are flexible and can deal with students with various levels of ability, but this needs to be discussed prior to the visit so preparation can be made well in advance to provide all attendees the best possible inclusive experience.  As we are planning physical activities please do contact us should any registered attendees be unable to participate.

We are all looking forward to seeing you and interacting with your students Face-to-Face.

Janine Huntley

CNR Attract Team

Attachments:

Activity Risk Assessment

Covid 19 Risk Assessment for F2F Activities

MOD Public Liability Statement

Public Liability Acceptance form (for signature and return)

Participant Consent

**MOD Form 5010 – MOD Risk AssessmentS**

|  |  |  |
| --- | --- | --- |
|  | **MOD Risk Assessment Form** | **MOD Form 5010****(V1.2 Dec 14)** |
| **Establishment /Unit/Ship:****RN Attract Team North** | **Assessment Ref:****June22 001** | **Date:****01 Jun 22** |
| **Section/Department:****Attract Team** | **Assessment Type** |
| **Specific [ ]**  | **Generic** **[x]**  |
|  |
| **Activity/Process:** **Practical Leaderships Tasks****References**1. RGM 25/19 – MOD Public Liability and Parental Consent Forms
2. JSP 375 MOD VOL 1 & 2 Health and Safety Handbook and Leaflets:
	1. Leaflet 2 Health Surveillance and Health monitoring
	2. Leaflet 3 Safety Arrangements on MOD Premises
	3. Leaflet 4 Manual Handling
	4. Leaflet 6 Control of Noise at Work
	5. Leaflet 11 Safety in Military Training and Exercises
	6. Leaflet 13 Management of Personal Protective Equipment
	7. Leaflet 27 First Aid at Work
	8. Leaflet 35 The Health and Safety of Young Persons
	9. Leaflet 38 Noise and Vibration at Work Regulations
3. BR 167 Safety, Health and Environment Manual
4. Management of Health and Safety Regulation 1999
 | **Who is at risk?** |
| **All staff:** **[x]**  |
| **Operators and/or maintenance staff: [ ]**  |
| **Visitors, vulnerable groups, public, etc.:** **[x]**  |
|  |
|  |
| **Ref** | **Hazard** | **RA Required** |
| 1 | Student Behaviour/Conduct | Y |
| 2 | Lack of physical maturity | Y |
| 3 | Limited health and safety training | Y |
| 4 | Suitability of Equipment | Y |
| 5 | Environmental Conditions (climate) – Extreme weather (hot, cold and/or wet) | Y |
| 6 |  |  |
| 7 |  |  |
| 8 |       |  |
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| **Likelihood** | **Risk Matrix** |
| **Common, regular or frequent occurrence.** | **3** | **3 Med** | **6 High** | **9 High** |
| **Occasional occurrence.** | **2** | **2 Low** | **4 Med** | **6 High** |
| **Rare or improbable occurrence.** | **1** | **1 Low** | **2 Low** | **3 Med** |
| **Severity** | **1****Minor injury or illness.** | **2****Serious injury or illness.** | **3****Fatalities, major injury or illness.** |
|  |
| **Hazard****Ref** | **RISK Associated with Hazard****(How people may be harmed – type of injury or ill health)** | **Existing Control Measures****(Note 2)** | **Risk Rating** | **Additional Controls Required****(Note 2)** | **Review frequency****(Note 3)** |
| 1 | **Student Behaviour/Conduct:**Students behaviour and conduct is the responsibility of the school/organisation.Various (strains, tears, impact, crushing, repetitive stress, upper / lower limb injuries, head injuries, back injuries). | Activities outlined to school/teacher prior to activity for teachers/ school to confirm they are content. Teachers are responsible for disciplining students iaw school policy. RN personnel are not to be left unsupervised on school/organisation premises.Groups of participants from the same organisation are split down into different groups to avoid existing friendship groups remaining together constantly.All RN personnel will monitor participant behaviour. Individuals ignoring safety instructions/procures will be highlighted to the I/C and/or their responsible adult and subsequently prevented from participating in the event. | 1 x 1 = 1 | Unacceptable behaviour to be highlighted to teaching staff for them to take appropriate action. If RN OIC feels that behaviour is offensive, aggressive and compromising the safety of students and his/her team they will remove the RN personnel from the environment. If this happens RN Team Leader or SO1 will contact the Head Teacher after the team has withdrawn from the school/organisation. | Prior to use |
| 2 | **Lack of Physical Maturity:**Various (strains, tears, impact, crushing, repetitive stress, upper / lower limb injuries, head injuries, back injuries).Musculoskeletal injuries, bruises and grazes.  | All physical activities to be supervised by appropriately trained ranks, a comprehensive brief is to be given prior to each serial.RN personnel instructors to ascertain the state of health and ability of all participants undertaking the activity regarding injuries and general wellbeing.All instruction given clearly and with periodic confirmation of safety points. RN personnel are to interject if participants are not making appropriate safety decisions.Participants and their parents / guardians / responsible adults are to be made aware of the physical nature of some of the Attract Team activities prior to the event.  | 2 x 2 = 4 | NIL  | Prior to use |
| 3 | **Limited Health & Safety Training:**Various (strains, tears, impact, crushing, repetitive stress, upper / lower limb injuries, head injuries, back injuries). | RN personnel instructors to brief all participants and parents/guardians/nominated responsible adults of pertinent risks and safety proceduresAll instructions given clearly and with periodic confirmation of safety points. | 2 x 2 = 4 | NIL | Prior to use  |
| 4 | **Suitability of Equipment:** | Qualified/trained ranks to be familiar with the kits and the activity. Clear instructions are to be given to participants on the appropriate use of equipment with safety checks conducted prior to each activity.Equipment is to be inspected before and after every activity IAW civilian contractor procedures (where relevant).RN personnel to remain current/competent and in date for any qualifications in relation to Attract Team equipment care.Site to be set up to minimise trip hazards.Suitable safe unloading and loading site to be used.Area to be set up to ensure that students have the space and resources to work safely. | 1 x 2 = 2 |   | Prior to use  |
| 5. | **Heat illness due to exposure to direct sunlight and/or high temperatures****Cold related injuries due to exposure to cold and/or wet conditions** | Participants provided opportunity to hydrate fully prior and during the activity.Activities conducted under guidance given in JSP 539Tasks are not physically demanding.Sun block to be available for personnel use.Personnel will have the opportunity to change into dry clothes on completion of the training.All participants are informed prior to each event to wear long leg, long sleeve sports kit, plus fleece type top & waterproof jacket. | 1 x 2 = 2 | Dynamic Risk Assessments to be conducted as conditions change | Prior to use |
|       |       |       |  |       |  |
|       |       |       |  |       |  |
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|  |
| **Assessor** | **Manager**  | **Overall Risk Rating** **(highest risk)** |
| **Name:** | **Huntley** | **Name:** | **Robert Swift** |
| **Rank/Grade:** | **PO** | **Rank/Grade:** | **Lt Cdr RN** | **MEDIUM**  |
| **Post/Role:** |  **Attract Team North East TL** | **Post/Role:** | **SO2 North Relationship Manager** |
| **Manager Assessment Review** |
| **Date:** |  | **Date:** |  | **Date:** |  | **Date:** |  |
| **Name:** |       | **Name:** |       | **Name:** |       | **Name:** |       |
|  |

**Notes:**

1. If using a ‘Generic’ risk assessment, Assessors and Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.

2 Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.

3 Risk Assessments are to be reviewed:

* at a frequency proportional to the risk (e.g. high risk – 6 months; medium risk – annually; low risk – every 2 years)
* where required by local instructions/procedures;
* if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
* if there is reason to doubt the effectiveness of the assessment.
* following an accident or near miss.
* following significant changes to the task, process, procedure, personnel or line management.
* following the introduction of more vulnerable personnel.
* If a “Generic” assessment, then prior to use.

4 Managers are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.

|  |  |  |  |  |  |
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| High | Common, regular or frequent occurrence. | **3** | **3 Med** | **6 High** | **9 High** |
| Medium | Occasional occurrence. | **2** | **2 Low** | **4 Med** | **6 High** |
| Low | Rare or improbable occurrence.  | **1** | **1 Low** | **2 Low** | **3 Med** |
| **Risk Matrix****Likelihood X Severity**  | **1** | **2** | **3** |
| Minor injury or illness. | Serious injury or illness. | Fatalities, major injury or illness. |
| Low | Medium | High |

|  |  |
| --- | --- |
| **High** | Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.  |
| **Medium** | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.  |
| **Low** | Maintain control measures and review regularly or if there are any changes. |

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|   | **MOD Risk Assessment Form**   | **MOD Form 5010** **(V1.3 Mar 16)**  |
| **Establishment /Unit/Ship:** Hd of R & A  | **Assessment Ref:** **COVID-19/1**  | **Date:** **01/06/2022** |
|  | **Assessment Type** **(Note 1) tick as appropriate**  |
| **Specific**  | **Generic √**  |
|   |
| **Activity/Process:** CNR Attract Teams conducting Face-to-Face engagement Activities.   **Reference**s: CNR RGM/25/19 – CNR/Engagement Activities and Liabilities CNR/RI/55/20 – COVID-19 Direction and Guidance for Recruiting Events <https://www.gov.uk/coronavirus> [Defence Advice Notes (DANs) - Guidance for COVID-19](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/Defence-policy-statements.aspx) DAN 21–Social Distancing Measures & Local Authority Area Lockdowns [Foreign Office Travel guidance](http://www.fco.gov.uk/)   | **Who is at risk?**  |
| **All staff: √**  |
|   |
| **Ref**  | **Hazard**  | **Existing Control Measures** **(Note 2)**  | **Significant Residual Risk.  Assessment Reqd**  |
| 1   | Personnel showing symptoms.   | Any Team member showing symptoms are not to attend event. Remain or go home informing TL and updating MyNavy App as soon as possible.  | *Yes*  |
| 2  | Personnel resident in a household with someone showing symptoms.   | Reviewed daily in team meeting and any cases reported to Attract HQ.  | *Yes*  |
| 3  | Personnel who are considered vulnerable and extremely vulnerable.   | Dealt with through line management and reported to CNR HQ via Attract HQ  | *Yes*  |
| 4  | Personnel who are resident in a household with someone who is vulnerable and extremely vulnerable.   | Dealt with through line management and reported to CNR HQ via Attract HQ  | *Yes*  |
| 5  | Personnel returning from visiting a country with self - isolating on return requirements  | FCO guidance to be followed, available at [Foreign Office Travel guidance](http://www.fco.gov.uk/)  | *Yes*  |
| 6  | Travelling to and from events.   | Government guidelines Working Safely During Covid-19. Public Health and Health and Safety Measures. Face coverings are to be worn and Social Distancing (SD) rule complied with  | *Yes*  |
| 7  | Working in close proximity.   | Activities are only to be conducted where SD rules can be complied with   | *Yes*  |
| 8  | Team Building Equipment  | All team-building equipment is to be cleaned in between each group.   | Yes   |
| 9  | Being a Guest at an External Unit/Organisation.  | All RAs to be observed.  If in any doubt, then the team will extricate themselves from the event/engagement reporting immediately up the CoC.  | Yes  |
|   |
|   |
| **Likelihood**  | **Risk Matrix**  | **MOD Form 5010** **(V1.3 Mar 16)**  |
| **Common, regular or frequent occurrence.**  | **3**  | **3 Med**  | **6 High**  | **9 High**  |
| **Occasional occurrence.**  | **2**  | **2 Low**  | **4 Med**  | **6 High**  |
| **Rare or improbable occurrence.**  | **1**  | **1 Low**  | **2 Low**  | **3 Med**  |
| **Severity**  | **1** **Minor injury or illness.**  | **2** **Serious injury or illness.**  | **3** **Fatalities, major injury or illness.**  |
|   |
| **Hazard** **Ref**  | **RISK Associated with Hazard** **(type of incident, injury or ill health)**   | **Risk Rating**   | **Additional Controls Required** **(Note 3)**  |
| *1*  | Personnel showing symptoms.    | 3  | * Staff who are unwell with symptoms of Coronavirus (COVID-19) are not to travel to or attend any events/engagements. Inform Attract HQ. Self isolate.
* Make sure individuals and managers know how to spot symptoms of COVID-19 and are clear on any relevant processes to followed.
* If any personnel, either Attract members or attendees of the events meet the definition of a suspect case, they must return home or told to leave the event to self isolate and reporting procedures followed.
* In all cases, HQ medical staff are to be informed, as overseen by their LM or Divisional Officer (DO).
 |
| 2  | Personnel resident in a household with someone showing symptoms.    | 3  | * Attract personnel are not to attend any F2F events/engagements.
* Self isolate for 10 days iaw Government guidance. Inform LM and arrange for testing for the whole family.
 |
| 3  | Personnel who are considered vulnerable or extremely vulnerable.    | 3  | * Attract personnel are not to attend F2F events/engagement activities.
 |
| 4  | Personnel who are resident in a household with someone who is vulnerable or extremely vulnerable.    | 3  | * Attract personnel are not to attend any F2F events/engagements
* Discuss with LM or DO for application of discretion to not attend F2F events/engagements.
 |
| 5  | Personnel returning from visiting a country with self - isolating on return requirements  | 3  | * HMG provides clear guidance on returning from countries which do not have recognised 'travel-corridors'.
* Personnel returning from countries listed as requiring individual to self-isolate they are to do so for the specified time period.
* Personnel may be required to provide proof that they have isolated for the prescribed period of time prior to being permitted to attend F2F events/engagements.
* Quarantine requirements change rapidly at times, all personnel must check the FCO website as part of any travel plans.
 |
| 6  | Travelling to and from events/engagements.    | 3  | * All Staff will travel in MOD Vehicles.
 |
| 7  | Working in close proximity.    | 3  | * Where possible all personnel/attendees are to remain 2m apart
* Where it is not possible to remain 2m apart, AET are to wear face coverings, working side by side or facing away from each other, rather than face to face if possible
* Personnel/Attendees are to wash hands regularly especially when moving between stances to reduce transmission risk.
* Use One-way flow through engagement areas where possible.
* Keep team workers together (cohorting) and keep teams as small as possible (minimise numbers).
* Organisations are to ensure the attendees remain in their allocated ‘bubbles’ at all times including breaks.
* If indoors the windows to be open as much as possible to ensure flow of fresh air.
 |
| 8  | Team Building Equipment.    | 3  | * Attract members are to minimise use of equipment but where it is used sufficient time and appropriate cleaning materials are to be used between each group of attendees commence.
* 1 team member is to be allocated to cleaning duties prior to the event commencing and is responsible to ensure all necessary precautions are taken between each group.
 |
| 9  | Being a Guest at an External Unit/Organisation   | 3  | * All Attract members are to familiarise themselves with the host’s instructions/Precautions and are to be always adhered to.
* Any Attract member if unsure of guidelines/restrictions and are in the host’s Unit alone who is concerned or feels unsafe is to refer immediately to TL or SO2 for clarification, advice and/or guidance.
* The Attract team is to operate in accordance with direction from Attract HQ and the hosting Unit/Organisation underwritten by the extant Government Policies and Guidelines.

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|   |
| **Assessor (Note 4)**  | **Manager (Note 4)**  | **Overall Risk Rating** **(highest risk)**  |
| **Name/Signature:**  | PO Huntley | **Name/Signature:**  | Robert Swift |
| **Rank/Grade:**  | **PO RN**  | **Rank/Grade:**  | **Lt Cdr RN**  | **3**  |
| **Post/Role:**  | **Attract North East TL**  | **Post/Role:**  | **SO2 North Relationship Manager** |
| **Manager Assessment Review** **(Note 4 and 5)**  |
| **Date:**  | **Live Document**  |   |   | **Review frequency**  |
| **Name/Signature:**  |   |   |   | Ongoing  |
|   |

 Shirley Beard

 Deputy Finance

 Navy Command Headquarters

 Leach Building

 Whale Island

 Portsmouth

 PO2 8BY

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Smart Number: 0300 151 0304

E-Mail: shirley.beard898@mod.gov.uk

Date: 17 May 2022

 Ref: NC/DFD LoC / 2022 / 010

**MINISTRY OF DEFENCE INSURANCE ARRANGEMENTS**

1. The MOD does not purchase insurance policies but accepts its own risks and acts as its own insurer. I can confirm that the MOD will deal with any claims for compensation arising against it on the basis of its legal liability to make payment, which is to say any claim that arises due to the negligent actions or omissions of the MOD, its personnel, servants or agents. Any such claim should be forwarded to the MOD’s claims administrators, Topmark Claims Management Solutions, part of the Davies Group:

EMPLOYER’S AND PUBLIC LIABILITY CLAIMS – Defence.CM@davies-group.com THIRD PARTY MOTOR LIABILITY CLAIMS – Motor.CM@davies-group.com

Topmark Claims Management Solutions, part of the Davies Group

Forsyth House

2nd Floor

5 Renfield Street

Glasgow

G2 5EZ

Tel: 0141 331 6831

1. The MOD’s cover is without financial limit and is issued in respect to Recruitment and Attraction sponsored visits held during the period 17th May 2022 to 16th May 2023.

1. This Letter of Comfort expires on 16th May 2023.

Yours sincerely



Shirley Beard Deputy

Finance Director (Navy)

**PARTICIPATING ORGANISATION – PUBLIC LIABILITY ACCEPTANCE FORM**

*Please sign below on behalf of your organisation to acknowledge receipt of this form and acceptance of our Conditions/Risk Assessments/Planned Activities and return a copy to the RN Attract Team please for retention.*

I acknowledge that I have received, read and understood the Ministry of Defence’s Public Liability insurance arrangements as per letter dated 17 May22.

I have been advised to arrange additional personal accident insurance cover for the duration of the event and have done so\* / chosen not to do so\* (\*delete as applicable).

Event Details:

Name of Event: Royal Navy visit

Place of Event: Girl Guides County Camp

Date of Event: 27th & 28th May 2023

Signed………………………………………

Name (in full and capital letters) ……. ……………………….

**ROYAL NAVY ACTIVITIES CONSENT FORM FOR PARTICPANTS**

1. I agree to participate in the physical activities explained to me by the Engagement Staff at the following event:

**Name of Event: Royal Navy visit**

**Place of Event: Girl Guides County Camp**

**Date of Event: 27th & 28th May 2023**

2. I confirm that:

a. I accept the Ministry of Defence Public Liability Statement (given separately).

b. That no person under the age of 18 years will be allowed to participate without the submission of a signed Consent Form from the School/ Collage.

c. To the best of my knowledge there are no known medical reasons why I cannot participate in all activities. (The Naval Service will not allow people suffering with a current injury or receiving medical treatment to take part in physical activity).

3. I acknowledge that:

a. The Directing Staff conducting and supervising the activity have not been disqualified from working with young people in accordance with current legislation.

b. A Health and Safety Risk Assessment has been carried out for the activity in which the group will participate.

4. I understand that:

a. In the event of injury or illness resulting in an individual needing medical attention the College/school Tutors will assist with the administration of care and notify the parent/guardian as soon as possible.

b. Photographs/video images of participants may be taken for publicity purposes, including recruiting material.

Signed: ………………………………………

Name of School/group (in capital letters) GIRL GUIDES COUNTY CAMP

Date: ………………….……………………….

**NB - Once signed, please return a copy to the event organiser for retention. Also please take a signed copy to the event.**