

Risk assessment

Name of activity, event, and location	General Camping All sections Holwell Pastures Scout Campsite	Date of risk assessment	15 Jan 2023	Name of person doing this risk assessment	Lindsay Walker
		Date of next review	14 Jan 2024 (1 year or when a significant change occurs)		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, leaders, young leaders visitors, all present	<p>Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
General	All present	<ul style="list-style-type: none"> - Leaders to know local conditions, weather, topography, nearest hospital, supermarket etc. - Leader in charge to ensure first aid is available (suitable ratio of 1st aiders and adequate first aid kit). - Leader in charge to ensure that a fire assembly point is established and communicated to participants. - Leader in charge to ensure risk assessments for camp and activities in place, but ongoing review of risk assessments to be made throughout - A Nights Away Notification form (NAN) has been submitted to the relevant Commissioner or their delegate and subsequently approved. - Clear boundaries set for YP (behaviour and boundaries) - Supervision of YP to POR or greater - InTouch, DC & emergency contacts available but stored securely - InTouch (Emergency contact) procedures have been communicated to and understood by parent/carers, participants, leaders and all adults on camp - Leader in charge to ensure that there is a phone accessible in case of emergency at all times - Leader in charge to ensure any required specific activity permissions are in place prior to the activity starting. E.g. Shooting or the return to Scouting during Covid-19. - Leaders to ensure that adults are able to rest and have an area they can go to without being disturbed. The activity programme should also allow for leaders to rest. 	
<p>Safeguarding - Risk of inappropriate contact or allegations of.</p> <p>Ensuring that if a disclosure is made it is correctly treated.</p>	All present	<ul style="list-style-type: none"> - A minimum of one leader and one other adult (preferably a Scout member with in-date Safeguarding) to be present at all times. - The Yellow Card is always followed. - Leaders and adult volunteers staying overnight hold a current Scouting DBS and are included on the NAN. 	

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		<ul style="list-style-type: none"> - All leaders have in date safeguarding training. All YLs have completed Module A and have access to the Orange Card. - Leaders always have the GSL/DESC & DC's phone number available in case of the need to notify. - Where additional adult volunteers are present, they are not given the opportunity to be alone with a young person. Doors and hatches between rooms/areas are always left open to enable this. Leaders are aware of the need not to be alone with a young person through training and section culture. 	
Lone working – if volunteers are on the site on their own before others arrive and an incident happens, others may not be aware	Leaders and other adult volunteers	<ul style="list-style-type: none"> - Leaders arrive at agreed times. - Adults have access to phones in case of an incident. If no phone access is available, another adult is aware that the adult is lone working and will check in with them at an agreed time. - No one does risky activities while alone. 	
Site hazards - Trips, slips & falls and other injuries	All present	<ul style="list-style-type: none"> - Leaders to conduct a briefing at start of camp informing campers of the topography and boundaries of the site, not to run around woods, tents or open fires - Climbing on rocks, tyres or trees is discouraged by leaders - Block off areas in between tents. Mark Guy lines or use luminescent ropes - Create a games/play area away from hazards ie. tents, marquees, activity areas, tree roots, rabbit holes, fires etc - Equipment and storage boxes to be stored away from YP - Adult supervision in place (can be remote) - Ensure adequate footwear is worn at all times whilst outside of tents/showers 	
Woodland - Participants falling from trees, debris falling from trees, Stings from nettles, -plants etc, Cuts from thorns (brambles etc) and berry ingestion	All present	<ul style="list-style-type: none"> - No tree climbing - YP advised not to eat berries - Leaders to walk woodland and check for trees at risk of falling during camp, if found advise site warden and cordon off - YP advised that nettles and brambles may be in the area and to avoid - 1st aider(s) and adequate 1st aid kit on site 	
After dark - Injury to persons, by slips, trips & falls or burns from fire	All present	<ul style="list-style-type: none"> - Battery lamps only to be used in tents - Torches to be used when moving around the site after dark - Only competent adults or YP to use gas, petrol etc lights - If possible, leave an outside light on overnight 	
Behaviour – overexcitement, especially at the start of camp or tiredness towards the end of camp Bullying – risk of bullying or accusations of bullying.	All present	<ul style="list-style-type: none"> - A section code of conduct is in place, which sets clear expectations of behaviour. - A Leader or Young Leader/Patrol Leader runs a filler activity for young people as they arrive to provide focus. Ad hoc filler activities/games are used if required. - Consideration is given to the type of game being ran, (quiet, running, loud, thoughtful etc.) so that it fits in with the programme. - Leader in charge monitors timings during the event to ensure activities flow from one to the next (and identifies the need for filler activities). - Leaders monitor the conduct of participants and challenge inappropriate behaviour. <p>Nb. The expectation of appropriate behaviour covers all present.</p>	

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Waste - Animals (vermin) & infection/disease	All present	<ul style="list-style-type: none"> - Solid waste to be bagged and placed in site bins. If no site bins, double bag waste and store bags together away from kitchen. Consider a mid-camp "tip run". - Wet waste to be drained through slops bucket and solids disposed in bin bags. - If waste bags are being taken off site in cars, ensure that contents are advised before transportation 	
Extreme weather - Sun burn, sun stroke, hypothermia, frost bite, tent flooding	All present	<ul style="list-style-type: none"> - Ensure participants are wearing adequate clothing/equipment - Remind participants of the need to reapply sun cream, if appropriate. - Ensure tents are pitched correctly (water run off) - Keep up to date with weather forecast - Ensure clean drinking water is always available - Ensure blankets and extra layers are always available - Consider cancelling - Is alternative accommodation available? If no alternative accommodation available, ensure that a safe area is available to hold YP whilst awaiting collection 	
Animals (farm & domestic) - Bites, disease from animal waste	All present	<ul style="list-style-type: none"> - All participants advised not to approach or touch animals or their waste. - If a participant has animal waste on their skin, an adult is to assist with washing off and antiseptic wiping on area, if on clothing an adult is to provide plastic bag for clothes and participant to change. - Leaders/adults/YL to conduct 'poo pick' before tent pitching - All dogs to be kept on lead at all times & poo picking to be enforced 	
Insect stings and bites – allergic reactions, infections	All present	<ul style="list-style-type: none"> - 1st aider to be made aware of any insect bite and sting allergies. - 1st aider on site. - Leaders to recommend that participants cover exposed skin during sunrise and sunset (when insects are particularly active) - Parents should be advised to provide participants with insect repellent. Leaders to remind YP to apply repellent regularly and during insect active times. 	
Knives, axes and saws – injury to people	All present	<ul style="list-style-type: none"> - No YP to bring axes and saws to camp - Axes and saws provided by leaders are to be locked away in a vehicle or lock box when not in use. - YP bringing a knife to camp have been previously instructed on how to carry a knife safely and legally. YP are asked when checking in if they have brought a knife and leaders will keep a register of this. Leaders are to ensure that knives are kept safe whilst on camp, this may involve collecting in the knives and storing until required for an activity. - If any misuse or horseplay is suspected by the Leaders, the knives will be removed and handed back to parents/carers at the end of camp. 	
Chemicals – injuries from misuse of cleaning materials.	All present	<ul style="list-style-type: none"> - Limit access to chemicals used for cleaning by locking away in the designated cabinet. - Material Safety Data Sheets are available for all chemicals in the venue. - Adults supervise any use of cleaning chemicals and ensure their use is within that in the COSHH Risk Assessment. 	
Personal hygiene – infection, disease, bullying & safeguarding	All present	<ul style="list-style-type: none"> - toilet and washing facilities are available at the site - the facilities are checked on a regular basis by the leaders/campsite staff - Water available for hand washing prior to preparation and eating of food - YP to wash hands (supervise if necessary) 	

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Arrival and departures – Abduction, hit by vehicle, vehicle collisions	All present	<ul style="list-style-type: none"> - Ensure that YP are collected by nominated person, if in doubt call parental contacts - Leaders/adults/YL to man gate to restrict number of cars in car park at once - Gate to campsite manned by a booking in clerk. - YP to be escorted by parents to and from cars (where appropriate). 	
Heavy loads – back injury and other injuries	All present	<ul style="list-style-type: none"> - Unload kit in a suitable location, as close to where it will be used as possible - Use trolleys or barrows to move kit if possible - Ensure good manual handling practice is followed (ie bend at the knees and keep a straight back) - Consider splitting loads into multiple loads. - Ensure YP do not over exert themselves and carry above a safe limit for their size 	
Medication – missed doses, uncontrolled access, unable to access	All present	<ul style="list-style-type: none"> - Leaders to be aware of participant's medical needs and any medications via health forms collected prior to camp. - Storage (fridge etc) to be made available for any medications requiring specific temperature storage. - YP to hand in medication at camp check in. Parents/carers to complete the medicine form with the nominated leader(s) responsible for medications. A nominated leader will then securely store the medicines and coordinate doses. - Adults to control their own medication and securely store - Explorers and YL may be able to control their own medications, this should be discussed with parents/carers prior to camp. Leaders should check that medications are taken by Explorers and that they are correctly stored. If required, Leaders will take control of the medications for the duration of the event. <p>Nb. It is appropriate and necessary for some younger YP to keep and their own medications, i.e. epi-pens, inhalers etc. this should be discussed and agreed with parents/carers prior to camp.</p>	
Missing YP – Abduction, runaways, lost YP	Young People	<ul style="list-style-type: none"> - Brief all YP at start of camp boundaries and that when it they hear three sharp air horn blasts, they should return to the designated area. Brief on stranger danger. - If 5min after whistle blast a YP is missing, ask friends if they know where they were last - YL or Leaders accompany friends to look. - If unable to find missing YP, all YP to be held in designated area - Head count, (drinks and biscuits and sitting games) - free leaders to conduct search the game boundary and wider area. - leaders to conduct a secondary search of entire area - Call Police, DC, InTouch contact and missing YP's emergency contact - Leader in charge to coordinate police etc. 	
Security – intruder access to the site or young person leaving unattended.	Young people and leaders	<ul style="list-style-type: none"> - Parents/carers follow group's arrangements for preventing unauthorised departure and access once all of the young people have arrived. - Clear communication between leaders and parents/carers so leaders know who's dropping off and picking up each young person. - Gates/doors are shut at the beginning of camp and overnight. - Leaders monitor people entering the venue and challenge unexpected persons. If required unexpected persons will be asked to leave and if they do not comply, the police will be called. (GSL/DESC, DC to be notified ASAP post incident). 	

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Sleeping facilities – Safety and safeguarding	All present	<ul style="list-style-type: none"> - Sleeping facilities will provide the required division of adults and YP (inc YL). - No cooking is to take place in sleeping tents. - Separate changing areas are available for males and females. 	
Food and water – food poisoning, allergic reactions	All present	<ul style="list-style-type: none"> - Ensure clean drinking water supply (check with campsite prior to arrival) - Ensure food is cooked adequately - Ensure equipment is cleaned properly - Ensure hand washing facilities are in place and that all participants correctly wash their hands prior to preparing food or eating. - Food to be stored in correct manner (ie, fridge, freezer and ambient) away from rodents and insects. - Defrosting of food to be monitored and food covered and refrigerated if not used. - All utensils, pots, dishes etc to be properly washed and stored (away from contamination) - Cook team to be fully briefed on any allergies on camp by leaders - The event menu has been planned taking into account cooking facilities available - Food containing allergens to be stored, cooked & served separate. Separate utensils to be used for serving 	
Cooking using gas – fire, carbon monoxide exposure and burns	Cook team and all present	<ul style="list-style-type: none"> - Correct set up of gas stoves/Burco, check for leaks before lighting - Ensure no loose clothing or hair can catch flames - Stoves/Burco only to be used by trained persons (adults and YP) - Do not leave a lit stove/Burco unattended - Ensure doors/extraction are open whilst gas stoves are in use - Storage of flammable items to be away from ignition sources - CO2 fire extinguisher, blanket, first aid kit and water nearby - Long handled lighters or long matches available - Gas bottles to be stored outside tent (away from YP and sleeping tents) - Gas hoses and regulators are checked for condition and dates prior to use by leaders - Ensure tables are stable before loading stoves and other equipment 	
Faulty equipment – injury to persons and building	All present	<ul style="list-style-type: none"> - electrical equipment to be PAT tested by owner. - items to be checked for faults before use. 	
Buildings Blocked fire exits, poorly maintained - unable to exit in an emergency, injury to persons	All present	<ul style="list-style-type: none"> - The buildings should be in a good state of repair and up to date with all required checks (eg EICR, water flushing, fire alarm maintenance etc) - All fire exits should be checked for functionality and that the path is clear prior to camp beginning. 	
Free time – Bullying, injury and missing YP	Young People	<ul style="list-style-type: none"> - Leaders are aware of where YP are and what they are doing during free time. - Participants must continue to follow the section code and any boundaries during free time. - Leaders will periodically check in with YP during free time. 	
Activities – various	All present	<ul style="list-style-type: none"> - For all activities leaders must ensure that a written risk assessment is in place and communicated to all participants and adults before the activity begins. 	

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Covid-19	All present	- This risk assessment does not consider Covid-19 risks and control measures. Leaders must ensure that Covid-19 risks are appropriately controlled within Scouting and National Government rules and guidelines.	
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