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| **Name of activity, event, and location** | **1st Anytown Scouts - Camping on a campsite - example risk assessment**  Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings. | **Date of risk assessment** | **01.03.2023** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **01.03.2024**  **(or before each event if sooner)** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  What has changed that needs to be thought about and controlled? |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  leaders,  visitors | **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. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review. |
| **Site features –**  Risk of injuries from:  Natural features  Plant & equipment | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes.  Be aware of maintenance areas, machinery etc.and warn young people.  Be clear on arrival if any areas are out of bounds to campers when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific.  Visual check indoor areas (eg bathrooms, camp shelters) – are any electrical sockets safe? Are there reasonable levels of cleanliness? Dynamically risk assess if any problems are apparent and discuss with site management as soon as possible. |  |
| **Water & Waste –**  Infection & vermin | All present | Is there an appropriate source of fresh, drinkable water?  What facility is in place for disposal of rubbish, waste fluids and food? Do you need to set up your own (eg: grease pit?) |  |
| **Toilets & showers -**  Safeguarding issues,  Waterborne disease | All Present | Ensure tioilet facilities provide appropriate use by dividing sexes and adults/young people as much as possible.  Provide appropriate disposal for feminine hygiene products.  Check with the site how they are they adequately managed for the risk of [Legionella](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/)? |  |
| **Vehicles & people**  Risk of collision & injury | All present | Restrict vehicle access to pedestrian areas as much as possible.  YP to carry kit to camping area. Make more than one trip if needed  If trolleys provided, ensure YP know how to use them responsibly.  Have designated vehicle management person/team if needed |  |
| **Heavy loads and items** - Back or other injuries to adults and YP | All present | Get kit as close to destination by vehicle, if possible – preferably before the young people arrive.  Split loads down to smaller bits if possible.  Supervise young people carrying bigger items – use a trolley if available.  Remind people how to lift and carry safely.  All lifting and dropping of heavy tents and other items to be supervised by adults |  |
| **Tentage, guy lines, trip hazards, Items stored at low level** –  Tripping on guy lines and tent pegs, boxes, natural items | All Present | Instruct and enforce “No running” rules around tents and inside mess tents / marquees.  Choose play areas clear of obstructions, sharp items, rabbit holes, rocks, logs etc or remove obstructions.  Mark any obstacles so clearly visible. (eg. By using solar lights and reflective guys)  Keep away from thistles / stinging nettles / barbed fence wire / ponds. Keep young people out of ditches etc if unsupervised. |  |
| **Mallets striking Tent pegs –**  Slippage of mallet  Struck by mallet | All present | Adults to supervise activity and to check mallets are in good condition and not loose or split. Instruction on how to correctly put pegs in.  Check tent pegs are suitable size and condition for the tent guy.  Ensure other young people are standing safely away. |  |
| **Sleeping facilities -**  Safeguarding issues | All Present | Ensure sleeping facilities provide appropriate division of adults and YP.  Discuss sleeping arrangements with young people and parents beforehand  YP with specific needs will need to be considered and appropriate arrangements made for them.  Ensure young people can safely enter and exit their tents with relative ease.  Consider layout of camp and use of solar lights to help prevent YP becoming lost in the dark. |  |
| **Food –**  Food poisoning | All Present | Plan menu to suit facilities available.  Ensure full prior knowledge of allergies and dietary requirements and that these are met.  Ensure correct storage and handling of food.  Check HQ guidance on [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/)  All to clean hands thoroughly before and after food preparing and before consuming food. |  |
| **Tables –**  Risk of collapse during cooking and activity | All Present | Check tables are in good repair; properly and safely put up, eg: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable. |  |
| **LPG gas bottles**  Gas hoses and cooking equipment  Leakage of gas, fire and  [Carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) | All Present | Hoses and regulators checked for good condition and hoses are in date – before camp and by leaders during camp. Hoses secured to kit by hose clips.  Always use gas stoves or lamps in well ventilated areas, outdoors if possible. LPG cylinders positioned outside tents and doors open during use for good ventilation. Possible use of carbon monoxide monitor.  Fire extinguisher / fire blanket / fire bucket positioned outside tent near to cook area  Fire Alarm & evacuation Procedure set up for the whole camp  Check HQ guidance on [Safe use of Gas](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-camp-stove-safely/)  Gas cooking and lighting equipment to be used in controlled areas.  Extreme care with liquid fuel light systems used .(eg Hurricane lamps)  Battery torches only in sleeping tents. No smoking or cooking in sleeping tents |  |
| **Lightweight cooking equipment –**  Risk of fire, Carbon monoxide | All Present | No cooking in sleeping tents – what other shelter/shade from wind and weather can be used to discourage this?  Clearly explain the dangers to all users, both young people and adults.  Tie back long hair and avoid loose clothing around fires and naked flames – Do not reach over fires or flames.  Check HQ guidance on [Safe use of Gas](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-camp-stove-safely/) and [Trangias](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-meth-burning-stove-safely/) and [Aerosol](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/how-to-use-a-aerosol-gas-stove-safely/) stoves. |  |
| **Cooking –**  hot surfaces  Hot liquids,  Cooking fats  Risk of fire  Burns | All Present | Ensure kitchen area is safe and hygenic.  Keep area clear of obstructions and trip hazards.  Portable cooking equipment should be mounted on sturdy tables.  Fire fighting equipment should be in the kitchen area and the team familiar with its use.  Gas appliances (eg: fridge, boiler) should be on a sturdy level surface, with pilot flame vents kept clear.  Flames to be kept as far away as possible from flammable material (shelter/tent side). Use of cooker guards where possible.  YP only to be allowed in kitchen if they are designated to help.  Adult use of kitchen to be established in such a way as to prevent over crowding. Access to some services provided elsewhere/ more conveniently if necessary (eg: hot drink making).  Kitchen first aid kit to be at hand. Event First Aider to be called if first aid required. |  |
| **Using Open Fires** –  Risk of burns from mistakes or misuse.  Starting fires - creating sparks | All present | Restrict access by using in a defined area. Leaders to supervise young people when they’re using hot items. Consider appropriate Group size.  Keep area around the fire free of trip hazards  Keep woodpile well away from the fire - at least 2 metres  Brief young people on safe use of cooking equipment or fire before use and on the possible dangers of firelighting.  Have rules for firelighting including – for example: no picking up burning wood; no throwing objects onto the fire; hold wood at one end and lower onto the fire with your fingers near the ground. No removing wood from the fire once it has been put on.  To start a fire only use kindling or bought fire lighters. Do NOT use accelerants on the fire (any substance or mixture that accelerates or speeds the development and escalation of fire) – such as petrol, lighter fuel and other spirits.  Avoid loose clothing around fires – watch out for open coats, sleeves and scarves. Tuck them in and keep coats, hoodies fastened. Tie back loose hair. Do not reach over fires or flames.  Do not allow fires to become too large for the location/ activity  Make sure there is an appropirate first aid kit available and that leader training is up to date.  Make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible. |  |
| **Personal Hygeine**  Illness, infections | Young People | Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp  Wash hands after going to the loo and all field activities and before eating.  Hand washing area set up and regularly maintained by leader team.  Make sure to use clean cooking / eating utensils.  If ticks are likely ([check guidance](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/ticks-advice-on-protection-prevention-and-removalhttps:/www.scoutadventures.org.uk/sites/default/files/2018-05/Axe%20and%20Saw%20-%20Factsheet_0.pdf)):  Teach YP not to pull them off and encourage YP to check themselves daily. Instruct and inform parents to thoroughly check for ticks upon the return home and what to do if they find any. |  |
| **Axe and saw** – risk of injury to non-participants or observers and those undertaking the task. | All present | Create a safe cutting area ([check guidance](https://www.scoutadventures.org.uk/sites/default/files/2018-05/Axe%20and%20Saw%20-%20Factsheet_0.pdf) for safe size and distances).  Ensure all equipment is kept secure when not in use and supervise when being used.  Ensure suitable competence for those using the equipment.  Ppropriate protective equipment worn.  All adults to follow guidelines for safe use. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | Young People | Clear expectations to be given to YP and parents before start of camp.  Section code of conduct to be followed.  Event & activities to be well planned and timetabled to allow time for letting off steam as well as calming down at appropriate times.  Leader in charge to monitor behaviour and change activity if necessary.  Leaders and helpers to supervise free time.  YP to have clear guidance on where to seek help and support. |  |
| **Appropriate adults –**  Poor/inappropriate camp management and supervision of YP leading to injury, illness, upset, safeguarding concern | All Present | All leaders and helpers to have completed appropriate personal checks and mandatory training.  Event run by a Nights Away Permit holder. Correct permissions for event gained and Risk Assessments logged with DC.  Appropriate child:adult ratios in place at all times. Consideration made of whether extra adult is help needed for the specific event and/or specific child  Ensure all leaders and helpers are aware of level of support needed for younger groups (eg. At meal times).  Adequate rest time and ‘peaceful space’ planned in for leaders. |  |
| **Weather**  Sunstroke, hyperthermia, hypothermia  Injury | All Present | Shade and shelter available outside.  Adults to ensure YP are guided and supported to wear appropriate clothing/protection according to weather conditions.  Drinks available at all times. Leaders to ensure YP maintain fluid levels.  Sun cream/hats, full waterproofs/hats/gloves on kit list.  Spare clothes, hats and bedding available.  Contingency plans in place if weather has an adverse effect on activities. |
| **Incidents –**  Poor management leading to increased detrimental effects, injuries | All Present | Suitable first aid cover is in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place  Medication to be stored securely and leaders to supervise schedule of taking medicines  Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| **What other Hazards arising do you need to consider?**  **Never be afraid to stop an activity if it is becoming unsafe!**  This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  There are [Example risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/)  to use as a starting point  Peer led activities will need a [nights away event passport](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/the-nights-away-event-passport-guidance/) and consideration of how they will be supervised  Don‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you can t do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities. | | | |