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| **Name of activity, event, and location** | **5th Boston Scouts Summer Camp, Gilwell Park** | **Date of risk assessment** | **July 2023** | **Date of next review** | **Updated Feb 2025** | **Name of person doing this risk assessment** | **Karen McGarry** |

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| **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?** |
| **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. |
| **Commercial site RA** | Leader in charge | Ensure that Risk Assessments for everything onsite are available  Ensure all rules designated by the site are followed at all times |  |
| **Site features –**  Risk of injuries from:  Slips, trips & falls; trees falling; | 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 clear on arrival if any areas are out of bounds to campers when unsupervised  Ensure appropriate footwear is worn at all times. Avoid bare feet unless activity specific. |  |
| **Water & Waste –**  Infection & vermin | All present | Is there an appropriate source of fresh, drinkable water?  What system/area is in place for disposing of waste water and food and packaging? |  |
| **Toilets & showers -**  Safeguarding issues,  Waterborne disease | Young people and leaders | Ensure toilet facilities provide appropriate use by dividing sexes and adults/YP as much as possible.  Check with the site how they are they adequately managed for the risk 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 building. Make more than one trip if needed.  Use trolleys if available |  |
| **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 YP arrive.  Split loads down to smaller bits if possible.  Supervise YP 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 |  |
| **Sleeping facilities -**  Safeguarding issues | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and YP. |  |
| **Bugs & Dirt –**  Dirty utensils  Hygiene  Food poisoning |  | Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp.  Wash hands after going to loo and all field activities and before eating.  Hand washing area set up and regularly maintained by adult team.  Make sure to use clean cooking / eating utensils. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour.  Adults be aware and manage group behaviour |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all adults have completed appropriate enquiries.  Event run by an adult with correct Nights Away Permit  Nights Away risk assessment logged with DLV and NAN is completed online at The Scouts website  Make sure adequate rest time is built in for leaders, with a ‘peaceful space’ away from the general hubbub. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Suitable first aid cover is in place.  Details of emergency department of hospital and local doctors available  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 |  |
| **General** | All involved | Know local conditions, weather etc.  First aid available.  Leaders to have working knowledge of first aid.  Ongoing risk assessments to be made throughout.  Clear boundaries set for young people  Child protection guidelines to be followed at all times.  Adult supervision to be agreed  Group details & emergency contacts available.  Emergency procedures understood by all adults |  |