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| **Name of activity, event, and location** |  | **Date of risk assessment** |  | **Date of next review** | **ANNUALLY** | **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. |
| **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 camping area. Make more than one trip if needed.  Use trolleys if provided  Create a traffic team to manage vehicles if use is unavoidable. |  |
| **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 |  |
| **Tentage, guy lines, trip hazards, Items stored at low level** –  Tripping on guy lines and tent pegs, boxes, natural items | Young people and leaders | Instruct and enforce “No running” rules around tents and inside mess tents  Choose play areas clear of obstructions, sharp items, rabbit holes, rocks, logs etc or remove obstructions.  Keep away from thistles/stinging nettles/barbed fence wire/ponds. Keep YP 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 YP are standing safely away. |  |
| **Sleeping facilities -**  Safeguarding issues | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and YP. |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu to suit facilities available.  Ensure correct storage of food.  All to clean hands thoroughly before preparing or consuming food |  |
| **Tables –**  Risk of collapse during cooking and activity |  | Check tables are 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 and fire. | Young people and leaders | 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.  LPG cylinders positioned outside tents and doors open during use for good ventilation.  Fire extinguisher / fire blanket / fire bucket positioned outside tent near to cook area  Fire Alarm & evacuation Procedure set up for the whole camp  Gas cooking equipment to be used in controlled areas.  Battery torches only in sleeping tents. No smoking or cooking in sleeping tents |  |
| **Lightweight cooking equipment –**  Risk of fire, Carbon monoxide |  | 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 YP and adults. |  |
| **Cooking –**  hot surfaces  Hot liquids,  Cooking fats  Risk of fire  Burns | Young people and leaders | Mount cooking equipment on safe (non-wobbly) tables. Fire blanket and fire extinguisher in cooking tent. Gas fridges-mount level and keep pilot flame vent clear.  Keep flames as far away from tent sides as possible. Use a guard where available.  Keep cooking area clear of obstructions and YP (unless designated to help)  First aid kit in camp – call First Aid leader if 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 YP 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 YP 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.  Make sure there is an appropriate 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. |  |
| **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 leader team.  Make sure to use clean cooking / eating utensils. |  |
| **Axe and saw** – risk of injury to participants, non-participants or observers. | All present | Create a safe cutting area  Ensure all equipment is kept secure when not in use and supervise when being used.  Young people not to use knife, axe or saw without instruction from a leader  Only use axe and saw in suitable chopping area (area assessed by leader)  Only use axe and saw when wearing suitable strong footwear  Loose clothing/hair tied out of the way  First aid kit and first aider available at all times on group site |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour.  Leaders be aware and manage group behaviour |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all leaders and adult helpers have completed appropriate enquiries.  Event run by a adult with correct Nights Away Permit.  Nights Away risk assessment logged with DLV as well as NAN form completed and approved 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.  Ensure robust InTouch process is in place  Medication to be stored securely and designated adult to supervise schedule of taking medicines  Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| **Snakes -** bites | ALL | Adders and grass snakes are not to be picked up, if one is seen it is to be left alone.  Ensure all baggage/storage boxes/tents are closed properly. |  |
| **Natural Pests** other than snakes  (Biting Insects incl horse flies, foxes, rabbits etc) | All Campers | Use insect repellent as necessary.  Report any large nests of bees/wasps or ants so that the wardens/booking secretary can adjust camp areas as necessary.  Do not fill in natural holes unless there is a safety risk as you may trap animals and/or their young.  Ideally, first aid kits to contain bite/sting treatment  Food to be stored in strong boxes/containers and nothing left out which could encourage wildlife |  |
| **General** | All involved | Know local conditions, weather etc.  First aid available.  Adults 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.  Group details & emergency contacts available.  Emergency procedures understood by all adults and young leaders |  |