

Risk assessment – Camping on campsite – Small groups

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| Name of activity, event, and location | 8 th Chelmsford Scouts - Camping on a campsite/The Scout Hall / Scouts camp sites – Indoor Sleepover/Small Camps / Patrol camps / Jamboree | Date of risk assessment | January 2023 July 2023 | Name of person doing this risk assessment | Martin Holtham-Payne / Stuart Collett / Melanie Collett |
| | | Date of next review | July 2024 | | |

| 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? |
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| <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, visitors | <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> |
| <p>Site features – Risk of injuries</p> | All present | <p>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.</p> <p>Be aware of maintenance areas, machinery etc. and warn YP.</p> <p>Be clear on arrival if any areas are out of bounds to campers when unsupervised</p> <p>Ensure appropriate footwear is worn at all times. Avoid bare feet unless activity specific.</p> | |
| <p>Water & Waste – Infection & vermin</p> | All present | <p>Is there an appropriate source of fresh, drinkable water?</p> <p>What system/area is in place for disposing of waste water and food and packaging?</p> <p>Everyone reminded not to fill water containers from toilets, use specofc drinking water taps/kitchen.</p> | |
| <p>Toilets & showers - Safeguarding issues, Waterborne disease</p> | Young people and leaders | <p>Ensure toilet facilities provide appropriate use by dividing sexes and adults/YP as much as possible.</p> <p>Check with the site how they are they adequately managed for the risk of Legionella?</p> | |
| <p>Vehicles & people Risk of collision & injury</p> | All present | <p>Restrict vehicle access to pedestrian areas as much as possible.</p> <p>YP to carry kit to camping area. Make more than one trip if needed.</p> <p>Use trolleys if provided</p> <p>Create a traffic team to manage vehicles if use is unavoidable.</p> | |

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| <p>Heavy loads and items - Back or other injuries to adults and YP</p> | <p>All present</p> | <p>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</p> | |
| <p>Tentage, guy lines, trip hazards, Items stored at low level – Tripping on guy lines and tent pegs, boxes, natural items</p> | <p>Young people and leaders</p> | <p>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. Keep away from thistles / stinging nettles / barbed fence wire / ponds. Keep YP out of ditches etc if unsupervised.</p> | |
| <p>Mallets striking Tent pegs – Slippage of mallet Struck by mallet</p> | <p>All present</p> | <p>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.</p> | |
| <p>Sleeping facilities - Safeguarding issues</p> | <p>Young people and leaders</p> | <p>Ensure sleeping facilities provide appropriate division of adults and YP. Parents informed of the plan for sleeping at Scout hall. All Scouts in main hall with segregation of boys and girls. Option to split YP in upstairs/downstairs room and leaders in other rooms (Office, stores, meeting room as appropriate). Separate rooms for male / females and leaders indoors at Scout sites. Option to sleep in pop up tents within the main hall.</p> | |
| <p>Medication-</p> | <p>All present</p> | <p>Medication should only be administered to the person whom it is assigned to by a parent/carer and should be recorded in a log stored with the medicine. One leader to take the lead on administering medication for everyone at</p> | |

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| | | <p>camp.</p> <p>Unassigned medication should never be given to a young person, including painkillers (e.g., paracetamol, etc.) unless provided by and/or permission is given by a parent/carer.</p> <p>This also applies to creams and lotions (e.g., sun cream, bite, or sting cream), should not be applied to a young person unless provided by and/or permission is given by a parent/carer.</p> <p>All medication must be stored with instructions, as advised by a parent/carer, including dosage, administering method and frequency. Medication should not be kept by a young person. A parent/carer should hand all medication to a leader for safe storage, with access only when administration is required. With the exception of inhalers, EpiPen's or other similar medication, these can be kept by the young person. At the discrepancy of the leader in charge and parents/carers of the young person.</p> <p>Medications must be stored appropriately, out of the reach of young people. Some medication will require specific storage conditions, such as refrigeration or out of direct sunlight, special arrangements might need to be considered in this case.</p> <p>All medication should be treated confidentially, and discretion should be used when administering, in line with safeguarding considerations.</p> | |
| <p>Food – Food poisoning</p> | <p>Young people and leaders</p> | <p>Plan menu to suit facilities available.</p> <p>Ensure correct storage of food.</p> <p>Fridge/coolbox to be used for specific cold items.</p> <p>Regular shopping trips to avoid storing lots of food where possible.</p> <p>Check HQ guidance on Food Safety</p> <p>All to clean hands thoroughly before preparing or consuming food</p> | |
| <p>Food – Food allergies</p> | <p>All present</p> | <p>Parents to be reminded to update personal details on OSM and record any allergies.</p> <p>Leaders to check OSM for allergies and ensure appropriate safeguards are carried out (if severe allergies then particular foods may be forbidden)</p> <p>Menu to be adjusted to accommodate any allergies.</p> | |

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| | | All leaders present at camp to be made aware of allergies. | |
| 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 | <p>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.</p> <p>LPG cylinders positioned outside tents and doors open during use for good ventilation. Possible use of carbon monoxide monitor. Fire extinguisher / fire blanket positioned near to cook area</p> <p>Fire Alarm & evacuation Procedure set up for the whole camp Check HQ guidance on Safe use of Gas</p> <p>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</p> | |
| Lightweight cooking equipment – Risk of fire, Carbon monoxide | | <p>No cooking in sleeping tents – what other shelter/shade from wind and weather can be used to discourage this?</p> <p>Clearly explain the dangers to all users, both YP and adults.</p> <p>Check HQ guidance on Safe use of Gas and Trangias and Aerosol stoves.</p> | |
| Cooking – hot surfaces Hot liquids, Cooking fats | Young people and leaders | <p>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.</p> <p>Keep flames as far away from tent sides as possible. Use a guard where available.</p> | |

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| <p>Risk of fire Burns</p> | | <p>Keep cooking area clear of obstructions and YP (unless designated to help) First aid kit in camp –call First Aid leader if required.</p> | |
| <p>Using Open Fires – Risk of burns from mistakes or misuse. Starting fires - creating sparks</p> | <p>All present</p> | <p>Restrict access by using in a defined area. Leaders to supervise YP when they're using hot items. Consider appropriate Group size.</p> <p>Keep area around the fire free of trip hazards Keep woodpile well away from the fire - at least 2 metres</p> <p>Brief YP on safe use of cooking equipment or fire before use and on the possible dangers of firelighting.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Make sure there is an appropriate first aid kit available and that leader training is up to date.</p> <p>Make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible.</p> | |
| <p>Bugs & Dirt – Dirty utensils</p> | | <p>Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp.</p> | |

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| Hygiene Food poisoning | | Wash hands after going to toilet 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 non-participants or observers. | All present | Create a safe cutting area (check guidance for safe size and distances). Ensure all equipment is kept secure when not in use and supervise when being used. | |
| 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 leader with correct Nights Away Permit. Nights Away risk assessment logged with DC. Make sure adequate rest time is built in for leaders, with a 'peaceful space' away from the general hubbub. | |
| Activities | | Produce separate risk assessments for your activities. Check the suitability of activities for those taking part – including age appropriate. Check Activities A-Z to see if any need Permits or qualifications to run them. Have you got a suitable area to run these? Free time and unstructured activities - have a suitable plan for supervision. | |
| 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 leaders to supervise schedule of taking medicines Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals | |
| Sleepover at hall | All present | Ensure sufficient divide/boundary's between girls/boys in the main hall when sleeping. Back up option at 8 th Scout hall is to use upstairs/main | |

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| | | <p>hall to split them. Leaders to sleep in other areas -meeting room, office stores etc.</p> <p>Pop up tents in main hall for segregation of YP and adults.</p> <p>YP to change in toilets unless pop up tents are being used.</p> | |
| <p>Sleeping at camp site building – e.g Belchamps PHC</p> | <p>All present</p> | <p>Separate rooms for male and females Scouts. Instruct that only members in that room to go in that room. Dining area is the social area.</p> <p>Leaders to be in spare rooms/leader rooms.</p> | |