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| **Name of activity, event, and location** | **1st Anytown Scouts - Camping on a campsite - example risk assessment**  **(plus Covid considerations)**  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** | **15 October 2021** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **15 October 2022 (or each term or when a significant change occurs)** |

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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:  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. |  |
| **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 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.  Young people 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 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 | Young people and leaders | 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.  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 | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and YP.  Discuss sleeping arrangements for young people with young people and parents to ensure everyone is happy with plans.  Ensure young people can safely enter and exit their tents without causing harm. |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu to suit facilities available.  Ensure correct storage 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 |  | 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, fire and  [Carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) | 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.  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 |  | 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.  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 | 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 famable (shelter/tent sides) as much as possible. Use a guard where available.  Keep cooking area clear of obstructions and young people (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 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.  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. |  |
| **Bugs & Dirt –**  Dirty utensils  Hygiene  Food poisoning |  | Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp (identifying specific risks for the location, for example ticks).  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 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.  Esnure suitable competence for those using the equipment.  Ppropriate protective equipment worn. |  |
| **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  [Free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) (unstructured activity) should be managed and have some level of supervision as, lack of it, is a frequent cause of incidents. |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all leaders and adult helpers have completed appropriate personal enquiry checks.  Event run by a leader with correct Nights Away Permit.  Appropriate adult: child ratios are in place.  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](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.  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 |  |
| **What other hazards arising do you need to consider?**  **This risk assessment does not cover the specifics of the activities being undertaken whilst away which will require their own.**  **There are** [**examples**](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/) **to use as a starting point** | | | |
| ***Covid considerations*** | | | |
| ***Risk of spread of infection*** |  | *Ask anyone showing signs of infection or with family members showing sign of infection not to attend.*  *Detailed attendee list for camp to be maintained by leader team. Ensure all YP and adult contact details are up to date with a robust InTouch system in place.*  *Limit the numbers attending to make social distancing easier to maintain*  *YP asked not to share phones or other personal items.*  *Suggest YP carry out lateral flow test prior to setting out – to reduce chances of infected participants.* |  |
| ***Reduce contact at arrival*** |  | *Give participants staggered arrival times to reduce possible contact.*  *Ask parents to drop off and collect via carpark. Leader to control access to ensure social distance is maintained.*  *Sanitiser station at gate for use on arrival and leaving.*  *Ask that Scouts do not lift share, unless within their own family’s bubble and that social distancing is maintained.* |  |
| ***Sharing of accommodation*** |  | *Use only smaller tents with one occupant in each – unless from same household bubble.*  *For younger sections sleeping alone is not always practical and being in pairs may reduce anxiety.* |  |
| ***Communal areas*** |  | *Wet weather provision – dining shelters (no sides improves ventilation) – remember limited numbers using it due to maintaining distances.*  *Larger space avaible by using marquee without sides or large lightweight tarpaulin or flysheet rigged up on poles/ropes* |  |
| ***Activity numbers and equipment*** |  | *Plan activities with minimal equipment requirement.*  *Limit volume of equipment used where possible.*  *Clean down activity equipment before and after use.*  *Assign specific items to individuals for the activity if possible.* |  |
| ***First Aid Incident requires treatment of individual*** |  | *Provide suitable PPE: disposable gloves masks, aprons for use if administering First Aid.*  *In the event of an accident or anyone taken ill (showing signs of COVID) - provide safe space away from others and arrange for transport. Other YP should be kept away from the area and sent home asap* |  |