



1ST BRAMHALL SCOUT GROUP



Group Family Camp 2013

Risk Assessment Version 2 dated 26/02/2013

Date of Camp 12th – 14th April 2013

Author: Peter Boxall

This document has been completed to provide a risk assessment for the 1st Bramhall Scout Group Family Camp at Hesley Wood from the 12th – 14th April 2013. It should be read and understood by all Leaders attending the camp and available on request to anyone.

It should be noted this document forms only a part of the mechanism for safety and that risk assessments should be ongoing throughout the camp.

The structure of the Risk Assessment is presented in 10 sections (columns).

1. Risk - This section identifies the area of risk
2. Hazards associated with the risk – This section details the hazards associated with the risk
3. Who could be harmed
4. **L** – This section details the **Likelihood** that the identified hazard might happen . From 1 = very unlikely through to 5 = Almost certainly going to happen
5. **S** – This section details the **Severity** of the hazard, should it occur. From 1 = Very minor concern through to 5 = Very serious
6. **R** – This section multiplies the **Likelihood** with the **Severity** to determine a **Risk** rating. This rating should be used to prioritise safety management and resources.
7. Measures to reduce or manage risk – This section considers ways to reduce the **Likelihood** or **Severity** of the identified hazard and therefore the **Risk**.
8. Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.
9. Signed – This section should be signed by the responsible person to acknowledge that the Risk Assessment has been read, understood and the measures are in place.
10. Reviewed – This section should be completed by a responsible Leader after the camp with notes made to enable future improvements.

Leadership Team and Responsible persons

Section	Role	Name	Signature
Group	Family Camp Leader in Charge	Peter Boxall	
Group	Catering Team Leader	Pauline Wardrop	
Beavers	Beaver Leader in Charge	Lisa Boxall	
Beavers	Nominated First Aider - Beavers	Rachel Winterburn	
Cubs	Cub Leader in Charge	Carolyn Musa	
Cubs	Nominated First Aider - Cubs		
Scouts	Scout Leader in Charge	Peter Boxall	
Scouts	Nominated First Aider - Scouts	Kay Hack	
Explorers	Explorer Leader in Charge	Paul Winterburn	
Explorers	Nominated First Aider - Explorers		
Group	Home Contact		

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Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Signed	Reviewed
Organisation	Overlooking an individual or group of individuals due to a confusion over responsibilities	Children	2	3	6	<ul style="list-style-type: none"> The Family Camp Leader in Charge will be Peter Boxall Each section has a nominated Leader in Charge who will be responsible for all members in their section. Each night on camp the Section Leaders in Charge and the Family Camp Leader in Charge will meet and discuss issues related to health, safety, activities, wellbeing and any other issues deemed relevant. Siblings will be the responsibility of their parents or of nominated adults (refer to FS120083). Health forms for parents / siblings will be held by the relevant section leader. In the case of parents having children in multiple sections the section leaders will agree who holds the health forms. 	Family Camp Leader in Charge		
Transport	Accident / Lose a child / Improper conduct from Parent / Leader	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> Most participants will provide own transport and therefore take responsibility for transport. Refer to Group Risk Assessment 'Travel by Vehicle' for those having transport provided by the Group or other parents 	Parents Parents / Leaders		
Campsite	Too close to roads or other habitation. Close to rivers, lakes, cliffs, caves etc.	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> Hesley Wood is a Scout Activity Centre campsite and has been used previously by the Group. A recce will be performed before the camp and the warden has been helpful in answering questions and ensuring all facilities that are requested will be provided. There is a lake on site that could present a hazard. For Cubs / Explorers / Scouts, a water safety briefing will be included on the first night. There is one main access road and 2 carparks. The only activities that might take place near these hazards are orienteering. During this activity there should be an adult supervising the group and / or positioned at any potential hazardous places. At the start of the orienteering a safety briefing should detail the hazardous areas. For the Beavers, a special safety briefing will be included on Saturday lunchtime when they arrive. The briefing will explain the need for all Beavers to stay with their nominated Leader at all times. 	Family Camp Leader in Charge Beaver Leader in Charge (BLiC)		
Campsite	Unknown adults accessing the site may present a hazard.	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> The site is a dedicated Scout campsite away from main roads and such it is considered unlikely that members of the public will enter the site. However, the first night briefing will include the requirement to inform the Leader in Charge or another Leader in the event that a stranger enters the site. 	Family Camp Leader in Charge		

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Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Signed	Reviewed
Campsite	Losing someone while on site	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • A complete register will be kept of all people on camp. • Each Section Leader (or nominated Section Leader in Charge) will be responsible for keeping the register for their section. • Any changes, for instance people coming late / going early must be recorded to ensure that the relevant Leader in charge knows at any time who is supposed to be on camp (late comers will need to receive the safety briefing). • Regular head counts must be taken. For the Scout section use the PL's to check their patrols every time they assemble at Central or when arriving at or leaving an activity. A full headcount, done like this should be performed at least every morning at breakfast, once around lunchtime, once after activities have finished and once just before bed. This will be typical for other sections. • Ensure the Young people understand the limits of the site and where they can and cannot go. • In case of the need to gather all participants together quickly, a whistle signal will be established and understood by all. On the signal people will stop what they are doing and go to the designated meeting point. This will be explained at the first night briefing (Saturday for Beavers). 	All Section Leaders in Charge		
Campsite	Losing someone while off site	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • There will be no off site activities at this camp. The limits of where young people will be allowed to go will be clearly communicated. Ideally on the first night briefing and if necessary they should be physically shown during daylight. 	Family Camp Leader in Charge		

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Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Signed	Reviewed
Accident on camp	Minor burns, scalds, cuts, bruises, abrasions.	Children / Leaders / Parents	4	2	8	<ul style="list-style-type: none"> • Ensure sufficient trained first aiders on camp (all leaders should be current). • Ensure in each section there is a dedicated person responsible for first aid, known to all. • Ensure 'In Touch' procedures are in place, understood by all adults and followed. • Consider the lighting requirements at night, especially for toilet visits. • Ensure the Young people understand the limits of the site and where they can and cannot go. • Ensure all wood chopping and sawing is performed by individuals trained in axe and saw safety, in a suitable chopping area, wearing suitable clothing, in suitable conditions. • Ensure a fire bucket is full of clean water and positioned close to the fire whenever the fire is lit. • Ensure footwear is worn on camp at all times. • Inspect the patrol's campsites for general safety; wet pit markings, position of chopping area and boundaries, fire position, woodpile etc. Explain and rectify any discrepancies. • Ensure the level of supervision is appropriate to the age of the young people and the activities they are doing. 	Family Camp Leader in Charge		
Accident on camp	Major burns, broken bones. Death	Children / Leaders / Parents	1	5	5	As above	Family Camp Leader in Charge		
Water. Lakes, Rivers, Sea	Drowning	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Ensure Scouts understand water safety rules (normally included on first night briefing) • Nobody to enter water unless supervised by a responsible adult. • All watersport activities will be conducted in accordance with the site's own risk assessment. Leader in Charge to check site's own risk assessment. 	Family Camp Leader in Charge		

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Becoming unwell through poor hygiene	Upset stomach, vomiting, diarrhea, dehydration, dizziness. Sores, irritation, itching, inflammation.	Children / Leaders / Parents	2	2	4	<ul style="list-style-type: none"> • Discuss hygiene at the first night briefing. • Ensure hand wash bowls are available and used before food prep / eating of food. 	All Section Leaders in Charge		
Medicines	Not taking required medicine. Taking the wrong medicine. Having an allergic reaction to medicine	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • A competent adult should be nominated for each section as the person responsible for First Aid on camp. This person should be responsible for the acceptance, secure storage and administration of medicines required on camp. • Current, properly completed health forms should be available for all persons on camp. One copy of these forms should be available to the nominated person responsible for First Aid in each section on the camp, the other copy should be held by the relevant section home contact home contact. 	All Section Nominated First Aiders		
Food poisoning	Upset stomach, stomach cramps, vomiting, diarrhea, dehydration, dizziness.	Children / Leaders / Parents	1	3	3	<ul style="list-style-type: none"> • Ensure adequate clean drinking water supply. • Ensure food is cooked thoroughly. • Ensure food is stored safely, especially in hot weather. • Store uncooked meats separately from cooked meats. • Ensure all equipment is properly washed and the facilities are cleaned. • Ensure hands are washed before and after food prep. 	Catering Team Leader		
Fire (open fires for cooking)	Fire involving trees, tents, people causing burns	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Supervision of young people lighting and using fires should be appropriate to their age and experience. • Use only altar fires that are stable and fit for purpose. • Ash/part burnt wood to be well doused and put onto designated ash pile at site. • Fire bucket available and used 	All Section Leaders in Charge		

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Fire – Central tent	Fire involving tents, people causing burns	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Check correct set up of gas stoves (check for leaks prior to lighting) • Stoves to be used by leaders only, or Scouts under close supervision • Don't leave a lit stove unattended • Ensure exits are clear. • Careful storage of inflammables. • First aid, cold water available. • Where possible fire-fighting equipment available. 	Family Camp Leader in Charge		
Camp Activity: Wide Game	Trips, falls, collision, twisted ankle,	Children / Leaders / Parents	3	3	9	<ul style="list-style-type: none"> • Leader in charge of Wide Game to recce the site of the wide game and consider the light levels at the time of the game and the underfoot conditions. Wooded areas are particularly hazardous in low light levels. • Are there other groups on the site? Consider how the game might interfere with others and how others may interfere with the game. • Clearly define the boundaries of the game and make sure they are understood. • Consider the physical contact likely in the game and clearly define what is acceptable and what is not. Explain the consequences of unacceptable behaviour. • Consider whether it is appropriate for Cubs, Scouts and Explorers to play together, taking into account the game being played. • Ensure the rules of the game are clearly understood by all those taking part. • Ensure adequate supervision of the game. Do Scouts know where they can go to find a Leader if they need to? • Consider stationing Leaders at 'bases' or places where physical contact might be most likely. • Define and explain a signal to be used in case the game has to be stopped and explain where the Scouts need to go to when they hear the signal. 	Family Camp Leader in Charge		
	Broken ankle		1	5	5				

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Camp Activity: Camp Fire	Burns, risk of fire spreading	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Site the camp fire a safe distance from overhanging trees or vegetation / flammable materials. • Ensure there is enough room to accommodate all participants. Make an allowance for additional participants. • Ensure there is a dedicated Fire Marshall who will take responsibility for the fire, including the construction, the lighting, the managing of the fire while alight and the safe extinguishing of the fire. • Ensure in case of an emergency there are sufficient exits from the campfire area and there is a dedicated assembly point which is known about by all participants (Normally use central). • Know exactly who is at the campfire and any that are not. For instance, are some scouts in their tents / gone to bed etc? 	Family Camp Leader in Charge		
Camp Activity: Mini Olympics	Collisions, falls, trips, slips causing cuts, bruises, sprains, abrasions, broken bones.	Children / Leaders / Parents	2	3	6	<ul style="list-style-type: none"> • Games to be properly explained and supervised. • Conditions underfoot to be assessed and games to be adjusted to suit conditions. • Each game to be considered for risks during the set up, taking into account the age of those involved, the area available, the potential for physical contact, the potential for collision and spectator's safety. • Where games involve throwing objects the throwing and landing area must be clearly marked and people kept clear. 	Family Camp Leader in Charge		
Camp Activity: Pioneering projects	Trapped fingers, rope burns, head injuries, bruises, falls leading to cuts, abrasions, broken bones, death.	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Refer to FS315056 – Pioneering and FS315080 – Scout Skills Lashings • Recognise that each project will have it's own hazards and assess those hazards before construction. Include the young people in the assessment. Ask what if? - For example, if you are building a rope bridge over water ask what if someone was to fall in off the bridge? • Does the project present a hazard to others? A rope bridge over a river may interfere with a canoe activity. • Explain and check the construction techniques used. 	Family Camp Leader in Charge		