



1ST BRAMHALL SCOUT GROUP



Scoutcraft Camp

Risk Assessment Version 1 [04.06.13]

Date of Camp (07-09 June 2013)

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This document has been completed to provide a risk assessment for the 1st Bramhall [Scoutcraft] Camp at [Barnswood] from the [7-9 June 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 Roles on Camp

Section	Role	Name	Phone No.	Signature
ASL	Camp Leader in Charge	Rick Lomax	07976 744485	
GSL	Nights away permit holder	Pete Boxall	07790 010936	
ASL	Catering Team Leader	Kay Hack	07939 520998	
ASL	Nominated First Aider	Kay Hack	07939 520998	
	Home Contact	David Wyld	0161 440 0116 07788 891324	

• Camp Risk Assessment

Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Notes / 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"> • Nominate the Leader in Charge • Define the roles required on the camp • Define who is responsible for each of the roles • Ensure there are an appropriate number of leaders • Define when the young people come under the Organisation's responsibility and when do they cease to be under the Organisation's responsibility? 		
Transport	Accident / Lose a child / Improper conduct from Parent / Leader	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Refer to Risk Assessment "Travel by Vehicle" 		
Campsite	Too close to roads or other habitation. Close to rivers, lakes, cliffs, caves etc.	Children / Leaders / Parents	2	5	10	<ul style="list-style-type: none"> • Site must be considered about it's location. A thorough knowledge of the campsite is essential before a camp can take place. A recce is strongly recommended for all camp sites. • Reference should be made to the campsite database on Scoutbase. • Acknowledge that there will always be risks associated with campsites. These risks must be considered and safety measures put in place to reduce the hazards associated with them. For example, a thorough briefing on water safety at the start of a camp would be appropriate when camping close to water. Consider erecting a physical boundary to prevent Scouts going towards hazardous areas. 		
Campsite	Access to Hospitals / access for Emergency Services	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Create (normally during the recce) and take to camp an updated Emergency contacts list with names, addresses and phone numbers of nearest A&E, Doctors, Emergency Dentists, Pharmacy etc. • Consider whether the Campsite is accessible by Ambulance. • Can you accurately describe where you are in case of calling an Ambulance? 		

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Campsite Tents erection	Children may trip or injure themselves whilst putting up	All involved	1	2	3	<ul style="list-style-type: none"> • Tents should be erected away from one another • Leader to check that tent is erected correctly 		
Campsite	Unknown adults accessing the site may present a hazard.	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Ensure the location of the campsite as much as is practically possible is in an area where stranger access is unlikely. Consider not just the campsite but the surrounding area. Ensure there is a procedure in place for dealing with strangers entering the site. For instance, the Leader in charge must be made aware when it becomes known there is a stranger on site. Discuss at the first night safety briefing. 		
Campsite	Losing someone while on site	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Ensure that a complete register is kept of all people on camp. Any changes, for instance people coming late / going early should be documented to ensure that the Leader in charge knows at any time who is supposed to be on camp. • Ensure the Scouts understand the limits of the site and where they can and cannot go. • Do regular head counts. 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. 		
Gas Cylinders and Appliances	Leaks, fire / explosion Hoses in poor condition	All involved	1	5	5	<ul style="list-style-type: none"> • Store cylinders securely in a sensible place outside, on area free of combustible material & keep upright. • Train users and only adults to use. Check before use. • Ensure good ventilation when changing cylinders. 		

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Campsite	Losing someone while off site	Children / Leaders / Parents	2	5	5	<ul style="list-style-type: none"> • There must be a nominated adult responsible for the offsite group. The responsible adult must have the following information available: <ol style="list-style-type: none"> 1. Number of people in party 2. A list of names of those under their supervision. 3. Knowledge of medical requirements of those under their supervision, either through possession of a copy of the current Health Form or through the ability to contact the Camp Leader in Charge and / or Home Contact. Consider whether a mobile phone signal is guaranteed throughout the trip. • The responsible adult must ensure that any medicines that may be needed are taken with the group. • Evaluate the Adult / Young person ratio giving consideration to the activity, location, size of Patrol, method of transport, duration of activity, other people at the location and any special needs of the individuals. Ensure the ratio is appropriate to provide adequate protection for the party. • Consider the availability and requirements for communication between the Adult supervising the offsite activity and the Camp Leader and the Home Contact. • At a Public event, such as a highland games it may be appropriate to let the Scouts go off in small groups or pairs. It may be appropriate to let the older ones go off in small groups but have the younger ones stay with a leader. In either case leaders should be around the event and close to the Scouts. In a large event, a base should be set up with an adult in attendance at all times. The Scouts should know the location of the base and understand that if they have any problems they can find an adult at the base. The Scouts should be told a time that they must report back to the base and that they should always be in a pair or a small group. At no times should a young person be on their own. The limits of where the Scouts are allowed to go must be clearly defined, communicated and understood. 		
	Public Event							

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Accident on camp	Minor burns, scalds, cuts, bruises, abrasions.	Children / Leaders / Parents	5	2	10	<ul style="list-style-type: none"> • Ensure sufficient trained first aiders on camp (all leaders should be current). • Ensure 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 need for a dedicated first aid tent. • Consider the lighting requirements at night, especially for toilet visits. • Ensure the Scouts understand the limits of the site and where they can and cannot go. • Insist that if Scouts go off the main site (for instance to collect wood) that they understand the limits of where they can go, that they do not go alone and that their PL knows of their intentions. • 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. Brief Scouts on the use of the bucket for initially treating burns. • Ensure propane / butane canisters and appliances / hoses are in good general condition before use. • Ensure footwear is worn 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. 		
Accident on camp	Major burns, broken bones. Death	Children / Leaders / Parents	1	5	5	As above		

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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 water sport activities should be conducted in accordance with their own risk assessment. 		
Becoming unwell through poor hygiene	Upset stomach, vomiting, diarrhea, dehydration, dizziness. Sores, irritation, inflammation, itching.	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 after toilet visits and before food prep / eating of food. • Brief Scouts on proper use of toilets / wash facilities, especially on Greenfield sites. • On a greenfield long camp consider planning a mid camp trip to the swimming baths or an offsite activity with showers. Consider providing a camp shower and hygiene tent to offer the chance to have a proper wash. • A separate briefing, just for girls should be given by a female Leader to discuss feminine hygiene. Explain who the girls should go and see if they have any problems. Encourage the older girls to offer their services as someone the younger ones can go to in case of questions. 		
Toilet use	Getting lost in the dark, constipation on camp.	Children / Leaders / Parents	2	2	4	<ul style="list-style-type: none"> • Recognize that for a new Scout, getting up in the dark to go to the toilet can be a frightening experience. Encourage the PL's to take on the responsibility on the first couple of nights of escorting the younger scouts to the toilet during the night if required. • Detail in the first night brief, the location of and use of toilets. Explain what a Greenfield toilet is, how it works and what they should do. • Announce after a couple of nights that if anyone has any trouble going to the toilet to come and see a Leader. Each night after that, explain and remind that a change in diet on camp can sometimes cause constipation and that it is important and easy to relieve the condition. • It is good practice to have dedicated toilets for Girls and for Boys. The girls toilets should have a place to dispose of sanitary products. Spare sanitary products should be available on camp from a female Leader. 		

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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 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. They should also be responsible for ensuring that medicines and health forms are available when the Scouts go off site. • 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 on the camp, the other copy should be held by the home contact. 		
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. 		
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 		

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Camp Activity: Wide Game	Trips, falls, collision, twisted ankle, Broken ankle	Children / Leaders / Parents	3 1	3 5	9 5	<ul style="list-style-type: none"> • Leader in charge 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? Are there houses nearby? 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. • 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. 		
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? 		

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Knife, Axe and saw		All participants	3	5	5	Scouts not to use knife, axe or saw without instruction from a leader Scouts under 12 years old hand knives to a leader to store over night Only use axe and saw in suitable chopping area (area assessed by leader) Only use axe and saw when wearing suitable strong footwear and loose clothing/hair tied out of the way First aid kit and first aider available at all times on group site		