



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Camps / Residential Accommodation Check List

Event: Challenge Camp

Location: Any camp site / residential accommodation.	
Operation covered by this assessment: This covers everything that should be in place before a camp starts along with monitoring for the duration of the event.	
Item	Checked/Action
Lone working - lone working measures in place	No one should be left alone unless in an emergency when no other option is available. Multiple adults will be tending each activity base to reduce risk.
Traffic/dropping off measures in place - dropping of area suitable and safe. - vehicle movement arrangements in place for kit and food.	Adults/Young leaders will be briefed and placed to manage traffic No traffic will be allowed onto the main camp field except in the event of emergency, accessibility requirements or for moving equipment around prior to scouts arrival on camp
Protrusions, slips, trips, falls - is area suitable eg no large holes, bumps, loose carpet edges, electrical cables, ropes, icy, wet, tree roots etc - is area free from clutter / rubbish / spills / shards - is area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment, fences, tree branches etc - are doors and gates appropriately open or closed/locked. - are appropriate barriers / bollards / cordoned off areas required and in place - are ramps required and in place - is area laid out safely ie structures in straight lines, all tied down, hazard tape used where appropriate, gaps between tents suitable, walkways/public footpaths clear, additional lighting in place, spare torches available etc	Ground can be uneven and may have various rabbit holes present. This is unavoidable due to campsite location constrains, if possible, these will be avoided from major walking and camping areas however, where not possible care will be given to highlight and point out all potential trips. Running around site will be not encouraged as to prevent additional risk of trips and falls. Torches used when moving around the site after dark and/or suitable lighting (eg lanterns).
Manual Handling - are appropriate transportation mechanisms (trailers, cars, trolleys etc) in place to move kit and equipment to and from the event and during the event	Try and move kit as near as possible to the camping area commensurate with not causing any traffic issues. All lifting and dropping of heavy dining shelters and other items to be supervised by adults.
Terrain - is the area suitable eg level enough, no sharp objects, not likely to flood, not near water/cliff edges etc	Sharp stones can present on-site and so caution will be given and ground checked before laying out equipment/tents Ensure suitable footwear is always worn.

<p>- is the area at risk from mosquitos, ticks etc and appropriate measures taken</p>	<p>Avoid bare feet unless activity specific.</p>
<p>Campsite / Accommodation Layout</p> <p>- can the event be catered for safely taking account of numbers attending, prior animal grazing, fires, cooking, toilet tents, sleeping area, barbed wire, nettles, maintenance areas, machinery etc</p>	<p>Other groups will be also camping nearby, consideration of these will be given when the campsite is constructed to take into account safety factors.</p> <p>All camping structures. should be laid out and pitched to minimize issues and take account of the prevailing wind direction and likely weather conditions. Factors covered should include:</p> <ul style="list-style-type: none"> • Ensure structures are spaced out to minimise the fire risk between tents (ie min 1m)
<p>Campsite / Accommodation Facilities</p> <p>- does the campsite/accommodation have all the necessary facilities eg fresh drinking water, toilets, waste disposal points (water, food, packaging, chemical toilet) etc.</p> <p>- are the onsite facilities safe ie are inspected, cleaned regularly, have a risk assessment etc</p>	<p>Hallowtree risk assessments are robust and facilities are well maintained.</p> <p>Facilities will be check prior to scout arrival.</p>
<p>Equipment Used</p> <p>- is all the equipment being used in good working order and fit for purpose ie no faults, damage, sharp edges, waterproof etc - pegs, mallets, lump hammers, tents, gazebos, saws, axes, cooking equipment etc</p> <p>- has equipment been put away clean and dry at the end of the event, appropriately stacked/stored and in the correct locations.</p>	<p>Kit used will be inspected before use.</p> <p>Equipment will be cleaned and inspected prior to putting away at the end of camp. Particular attention will be made to cooking equipment to prevent future hygiene issues</p>
<p>Erecting Equipment</p> <p>- are all camping structures erected safely – adults have suitable experience / training. Young people supervised as required.</p>	<p>All adults have camping experience.</p>
<p>Clothing / Personal kit</p> <p>- has appropriate clothing, hi-viz, kit, footwear, no jewellery, hairbands etc been specified for activity, terrain and weather conditions and being worn.</p> <p>- have additional requirements been identified, specified and brought along eg mobile phones, snacks, drinks, torches etc</p> <p>- is spare clothing, kit etc available if required – pegs, tents, sleeping bags etc</p>	<p>Ensure everyone is provided with a kit list that takes account of the forecast weather and activities being undertaken along with any spares that should be brought.</p> <p>Leaders to assess the need to take spare clothing (coats, gloves, hats, etc) and kit (tents, pegs, sleeping bags etc) to cater for weather conditions and possible health issues (people being sick).</p>
<p>Personal Hygiene and emotional state</p> <p>- is everyone eating and drinking adequately, washing regularly, and in a good temperament.</p>	<p>Ensure each participant has food and water throughout event and in accordance with weather, additional is available if it should be needed.</p> <p>Check young people are eating and drinking adequately, have any injuries looked at and dealt with appropriately and in a timely fashion, are taking any medicines prescribed, are taking measures to deal with the weather eg sun cream etc and are washing regularly.</p> <p>Try and ascertain the temperament of individuals/young people from time to time – tiredness, irritableness, anger, quietness, body language, home sickness etc and deal with as appropriate</p> <p>Consider a separate briefing for girls to deal with feminine hygiene and ideally allocate a suitable point of contact ie</p>

	<p>someone who is competent to deal with any issues that might arise.</p> <p>Take into consideration new scouts who may never have camped and consider buddying up with an older scout, young leader or nominate an adult contact.</p> <p>Take account of any individual issues highlighted in health forms such as sleepwalking, assistance required to access services due to disabilities etc.</p>
<p>Materials / Rubbish</p> <p>- are arrangements in place to remove rubbish and unused materials at appropriate intervals during and at the end of camp.</p>	<p>Hallowtree provides bin facilities that will be used during and after the event</p>
<p>Storage Area</p> <p>- are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and for dangerous items ideally locked away.</p> <p>- have participants been briefed to keep out of these areas.</p>	<p>Trailer can be used a safe storage area</p> <p>Hall can be used for storage of any potentially hazardous equipment that needs to be stored securely</p> <p>Food will be kept in the building to stop animals and children from access.</p>
<p>Food</p> <p>- has a menu been produced for the camp that takes account of the facilities available and the activities undertaken, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required.</p> <p>- are food storage arrangements available to meet food safety guidelines ie chilled, frozen etc and food stored off the ground and adequately protect against animals, birds, insects etc</p>	<p>Animals, such as small rodents may be around on site. All food unless being used will be kept in suitable containers or the hall to minimise risk of contamination</p> <p>Ensure a menu is planned for the camp that takes account of the facilities available and the activities undertaken, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required.</p> <p>Store food in accordance with food safety guidelines ie chilled, frozen etc and store food off the ground and adequately protect against animals, birds, insects etc</p> <p>Try and ensure young people don't store food in their tents</p>
<p>Kitchen, Drinks, Tuck, Refreshments</p> <p>- are good food hygiene practices in place / available eg hand washing facilities, washing up facilities, cooked and raw food separated and stored correctly, catering gloves, coloured preparation boards, food waste containers in place etc to avoid cross contamination.</p> <p>- have ingredients, food, tuck etc been checked for being in date</p> <p>- are suitable cleaning products and equipment available</p> <p>- is access to and transporting of hot water being managed safely.</p>	<p>Food will be checked before use to ensure in date. Guidelines for cooking and preparing will also be followed.</p> <p>Good hygiene practices will be followed at all times when handling food. Handwashing facilities will be available for use.</p> <p>Hot water will be available from the building and made available to scouts via square urn</p>
<p>Kit / Equipment During Camp</p> <p>- are carbon dioxide detectors in place (for gas only)</p> <p>- is any electrical equipment being used appropriate and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress.</p> <p>- are any combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues, tools, saws, axes etc being stored safely</p> <p>- is equipment, kit, fuels, chemicals, tools etc being removed when no longer required.</p>	<p>Gas will be checked before use and turned off when not in use to ensure no leaks</p> <p>Although electrical hook-up is possible, led battery powered lights will be used to supply lighting as to avoid cable runs</p> <p>Any equipment not used will be stored appropriately to ensure any unneeded risks are minimised</p>
<p>Behaviour - General</p>	<p>A briefing will be given at the beginning of camp, including about behaviour while</p>

<ul style="list-style-type: none"> - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - has everyone been briefed on camp and safety rules - is a plan in place for free time and bad weather conditions. - are there separate quiet areas available for young people and adults - have tent allocations, cooking and activity groups taken account of any behavioural, disabilities, age, gender factors 	<p>participating on the event. These briefings will be reminded throughout the event, while specific daily briefs will be given for each day for those activities, weather and any behaviour issues that have been noted</p> <p>Young people will only be able to use equipment and help erect camping structures if leaders are sure their behaviour is safe.</p> <p>Participants will be briefed on camp and safety rules and specifically:</p> <ul style="list-style-type: none"> • Staying away from potentially dangerous areas such as the wood chopping areas, fire etc, unless given permission by an adult or part of a supervised activity • Set clear site boundaries for the young people ie where they can go and where they can't
<p>Behaviour - Leadership</p> <ul style="list-style-type: none"> - have all leaders and adult helpers completed appropriate DBS enquiries and are aware of current scouting guidelines eg yellow card etc. - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc - is the event covered by a leader with a correct Nights Away Permit and a leader in charge nominated. - are all necessary licences, permits and permissions in place for activities being undertaken during the event. - has an up-to-date Nights Away form and risk assessment been completed and approved by the DC. - has a full programme been specified including fill-in activities - are radios appropriate for this camp to manage activities especially if mobile signals are poor. - is someone familiar with the safe operation of the building or area being used ie first aid kits, fire evacuations, emergency access, setting/un-setting of any security alarms, locking doors and gates, fire equipment, heater controls, etc and if appropriate know where the H&S files and user guides are held. 	<p>Event led by leaders with previous experience of this camp.</p> <p>Event is covered by a leader with a correct Nights Away Permit.</p> <p>Any issues will be dealt with by the discovering leader and where needed escalated to the event leaders</p> <p>Programme has been written to give sufficient time for rest while keeping busy.</p>
<p>Behaviour – Public and Other site Users</p> <ul style="list-style-type: none"> - have all participants been briefed on required behaviour and code of conduct. 	<p>No public should be present on the camp site however, participants will be warned how to act should they encounter public and other site users</p>
<p>Fire Alarm / Equipment / Doors / Emergencies / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is appropriate fire equipment available or locations known - are all emergency exits free from obstacles and not locked - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal - is a landline and/or mobile phone available and easily accessible for emergencies. - do the leaders know what to do in an emergency including critical incidents 	<p>Fire extinguishers will be present and fire blankets</p> <p>Fire safety rules will be explained to participants during initial briefing</p> <p>Muster point is explained at briefing</p>
<p>Security</p> <ul style="list-style-type: none"> - is a secure facility for valuable items available - is a camp bank required for young people and has it been set up - have all participants been briefed on their responsibility for any valuable items 	<p>Trailer and building can be used to store any valuable items and locked where necessary</p> <p>Kit list provides overview of risk to valuable items and encouraged not to bring them</p>

<p>Safe Guarding / Lost</p> <ul style="list-style-type: none"> - has the site been assessed for being an area where stranger/public access is unlikely or minimal and if not have appropriate measures been put in place eg wearing of scarves etc - does the layout of the site provide appropriate division of adults and young people sleeping arrangements. - have all participants been briefed on how they should deal with strangers, the site layout, the location of facilities, what to do if lost, have an 'in case of emergency' form etc - have arrangements been put in place to keep a register of people taking part and changes throughout the event, along with head counts. - are there sufficient leaders and adequate supervision ratio's - do leaders have sufficient mobile phones / quick access to a phone in an emergency - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it - has a lost person procedure been put in place - has a first aid, emergency, sending someone home or cancellation procedure been put in place 	<p>No members should leave the site unless instructed to by a leader. During the event no public should be present on site.</p> <p>Ask leaders to challenge anyone they don't recognise on the camping area or for young people to report people to a leader.</p> <p>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.</p> <p>Leaders have mobile 'phones – signal checked beforehand on pre-visit</p>
<p>Fire Risk</p> <ul style="list-style-type: none"> - have all participants been briefed on the rules for personal tents eg no burners, matches, strikers, lighters etc to be used or stored in tents 	<p>Open fires while allowed will be kept small as required by warden due to the current dry weather</p> <p>Fire safety rules will be explained to participants during initial briefing</p>
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made and bad weather activities ready if required. 	<p>Check the weather forecast before the camp and adjust equipment taken and proposed camp layout accordingly. If the weather is looking too severe consider cancelling the camp.</p> <p>If the weather becomes too severe during the camp, consider moving into Raven Hut or abandoning the camp in a managed fashion using the intouch information to contact parents and implement it in the safest way possible.</p> <p>If lots of lightning overhead and causing concern get people out of their tents, and move to low ground, the Raven Hut and spread people out. Avoid standing under trees or other tall objects that attract lightning strikes or open fields, high ground (top of a hill or ridge top) and stay away from water/wet objects (wet ropes etc) and metal objects (such as fences and poles).</p>
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum has someone attending have a valid basic first aid certificate - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activities being undertaken. - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions. - has a screened off area or a dedicated first aid tent need providing to deal with first aid issues and if so has it been implemented - are the details of the local A&E department, local doctors, pharmacies etc known. 	<p>First aiders will be present and known to both adults and young people.</p> <p>Intouch and health information will be available in case of an incident or emergency either in paper format or electronic eg OSM.</p> <p>For young people with personal medication requirements, provide the facility to stored securely and supervise their schedule of taking medicines</p> <p>Be aware of additional environmental</p>

<ul style="list-style-type: none"> - is a robust InTouch process in place. - are the group details, Intouch and health information available in case of an incident or emergency either in paper format or electronic eg OSM. - are facilities available to securely store any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications. - have the planned activities taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. - are mobile phone signals adequately guaranteed throughout the site. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - if appropriate have instructions been provided for certain diseases – weils, ticks etc 	<p>hazards such as heatstroke, sunburn, ticks and other insects and animals.</p>
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - have accessibility, disability, or behavioural issues been taken account of in the planned event or activities - has allergy or other health issues been taken account of in the planned event, activities, or catering. 	<p>Health and first aid procedures for specific children have been shared with us from parents.</p> <p>There will be young people with ASD/similar additional needs. For issues with these young people refer to camp lead.</p> <p>Mental health during the event will be monitored carefully. The event contains physical accreting activities which may have an adverse effect of those who have not done so before. These when witnessed will be picked up as early as possible to ensure a correction can be made where possible to allow the participant to continue with the activities.</p>
<p>Emergency exit points / access routes</p> <ul style="list-style-type: none"> - can you accurately define the location of the site in the event of the emergency services need to be called. - is the site accessible to emergency vehicle and in particular ambulances. 	<p>Emergency entry point is from the main campsite entrance. Where required an adult will be sent further up the track to direct</p>
<p>Notes:</p> <p>Climbing risk assessment for the tower at Hallowtree will be used, provided by Hallowtree Activity Centre</p>	
<p>Signed: Henry Slim</p> <p>Position: Event Permit Holder</p>	<p>Date: 17/08/2022</p> <p>Review date: 01/08/2023</p>