



1st Kesgrave Scout Group

Risk Assessment

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Cycle Camp 2023 - Cycling	Date of risk assessment	12 April 2023	Name of person who undertook this risk assessment	Julia Cooper (working with others)
		Date of Event	28/04/23 – 30/04/23		

Hazard identified? 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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk from it.</p> <p>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 are 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>
Traffic other riders - injuries from collisions between vehicles, bikes and people	All present	<p>Dropping off / picking up areas have adequate space to safely do this and a large enough holding area to avoid accidents with moving vehicles. Ensure those dropping off people are aware of the arrival and departure arrangements.</p> <p>Routes chosen are off-road or on quiet roads wherever possible or utilise designated cycle routes / cycle tracks.</p> <p>All stops along the route either pre-planned (eg refreshment breaks) or ad-hoc (eg letting cyclist catch up, fixing an issue etc) should be assessed for being safe and convenient before being used ie away from traffic and other users and does not cause an obstruction to other road users or the public.</p>	<p>This will be communicated to all attendees/parents/carers through a final detail camp letter one week prior to departure.</p> <p>Planned stopping points are clearly identified on the maps.</p>
Terrain - Unsuitable terrain, steep descents	All present	Chosen route avoids high-risk areas such as steep, rocky descents, paths besides steep drops, near water etc.	Terrain level one

1st Kesgrave Scout Group

<p>Clothing / Personal kit - footwear and clothing. Cuts, stings etc</p>	<p>All present</p>	<p>Ensure bikes used are road / route worthy and bike frame sizes are suitable for the rider, Unsuitable bikes will not be permitted to be used.</p> <p>Cycle maintenance evening to be completed prior to camp to identify suitability of bikes and rider competence.</p>	
<p>Preparation - Unsuitable route, inexperience etc</p>	<p>All present</p>	<p>The route should be planned before undertaking the event. Identify any alternative routes, rest/check points required, emergency access points and hazards along the way.</p> <p>The route should take account of the amount of daylight and weather conditions for the time of year and minimise exposure to high wind and rain by using routes with natural protection eg hedges, trees etc.</p> <p>Consider a recce beforehand especially for unfamiliar routes or to check out hazards, poor mobile signal availability etc.</p> <p>The use of OS Maps or other electrical devices/applications (eg google maps / street view) should be considered to plan and check the route.</p> <p>Mark up routes with potential hazard spots – bad junctions, railway crossings, blind corners, steep slopes etc.</p> <p>Parents informed of the outline details of the cycle ride – where, duration, likely weather conditions, clothing and kit required to ensure those taking part know what they are taking on and all parties are happy the participants are qualified / capable enough to undertake the activity safely.</p> <p>Suggest training before hand or cycling a reasonable distance to check how participants get on.</p>	<p>Full route planning has been undertaken with notes added to the maps identifying areas of specific caution – frequent potholes / mud near farm entrances.</p> <p>Eight support vehicles available for crossing guidance (support crew to wear high viz jackets)</p>
<p>Event - injury and harm to participants</p>		<p>Before bikes are used ensure that:</p> <ul style="list-style-type: none"> • a full check of bikes and personal equipment is made prior to departure – particular attention to be given to the brakes. Any equipment that is unsafe must be corrected before commencing activity. • seats are adjusted to the correct height (balls of feet can touch the ground on both sides when seated). • riders' feet can be easily released from pedals. If SPD's are used, ensure that riders using them are fully proficient in their use. • operational front and rear lights are fitted if the journey is likely to include traveling in the dark or the weather is causing reduced visibility. <p>Before setting off all kit, food, and clothing checked to ensure:</p>	

- All participants are appropriately dressed for the anticipated weather etc, with no loose clothing likely to get caught in wheels, laces are tied etc.
- All luggage carried in light rucksacks / day sacks or in panniers has no defects, all straps done up and any loose dangling elements cannot be caught in wheels,
- Individuals have everything they need (inc food, drink, spare kit / clothes, waterproofs first aid kit and emergency provisions).

Before setting off, everyone will be briefed appropriately about:

- Good cycling practices including correct operation of brakes/gears, the risks of travelling too close to each other etc.
- General cycling etiquette and consideration needed towards other road/track users
 - Highway code followed.
 - Extra care when encountering pedestrians or animals on the track and tow paths.
 - Riding on public highways will be in single file.
 - Give way to pedestrians no riding on footpaths as highway code.
 - Vehicles to give way to cyclists as highway code, but assume this may not happen in real terms.
- Travelling at a safe speed and the risks of travelling too fast, especially at corners and on loose ground/potholes and particular caution needed on wet, icy or loose surfaces and travelling along tow paths.
- Road positioning and signalling
 - the risks and procedures associated with overtaking. A clear request must first be given from the overtaking cyclist before starting the manoeuvre, giving clear directions as to which side is being taken to overtake. The cyclist in front must respond with a clear "OK". before the person behind may overtake.
 - the need to clearly inform/signal to others behind if they are intending to slow down or stop (to avoid collisions from behind).
- Choosing safe places to stop.
- Where hazards are and controls needed.
- The need for cycling groups to keep together and wait for people to catch up. Anyone ahead of the group must stop at any junction and await all others before

		<p>continuing.</p> <ul style="list-style-type: none">• Understanding where they are at all times using maps, gps units, smart phones etc as appropriate.• Teams not to go off the pre-planned route and what to do if they do:<ul style="list-style-type: none">○ Teams to retrace their steps until they get back on the route at a known point and not to continue onwards in the hope it will work out.○ or if they can't achieve that, to find a suitable known point to get to where they can contact the support group for advice / assistance.• What to do if they are lost, off the route or separated.• What to do in bad weather / an emergency. <p>Ensure sufficient maps and route cards are provided, marked up with any hazards. These should be laminated or enclosed in map cases or equivalent if there is any change of them getting wet.</p> <p>Participants split up into smaller manageable groups – ideally no more than 16.</p> <ul style="list-style-type: none">• Where possible (except peer led events) as a minimum at least two adults should be allocated per cycling group or one adult and one young leader.• there must be at least 3 in each group. <p>All participants to wear safety helmets at all time, to be checked visually for defects and ensure correct fitting before activity commences.</p> <p>If cycling on the road or an area where visibility is important, all group members to wear Hi-Viz vests / ruck sack covers / reflective clothing.</p> <p>A designated leader should be at the front and rear of each cycling group at all times. The front person will ensure the route is followed and doesn't go too fast and the rear person will avoid stragglers.</p> <p>Steep descents to be strictly controlled by leaders, group members to dismount and walk where necessary.</p> <p>All crossings of public highways will be under direct control of leaders.</p> <p>Where styles, gates or fences must be crossed due care is taken. Do not enter any Military zones or Private Property.</p> <p>If the route is blocked, then an assessment of the map should be made to consider an alternative route. Any support group should then be informed of change.</p>	
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1st Kesgrave Scout Group

		Consider a support group required to carry spare bike parts, bikes, helmets, hi viz, clothing etc and provide food, cakes, hot/cold drinks etc.	
Personal Hygiene and Wellbeing - exhaustion, sunburn, Hyperthermia, eye strain, hypothermia, bites etc	All present	<p>Ensure participants:</p> <ul style="list-style-type: none"> Wear correct clothing at all times – it is harder to warm up once you are cold. Apply sun cream / wear hats in hot / sunny weather – sunburn. Have any injuries looked at and dealt with appropriately and in a timely fashion. <p>During the cycle ride - shorten, arrange to get people picked up, or abandon the event to suit any changing health/weather conditions ie risk of heatstroke, hypothermia, exhaustion, dehydration, twisted ankle etc.*</p>	<p>Water and food will be available at staging points and via support group in emergencies. at mid-point only small rides between stops</p> <p>Eight support vehicles available to ensure camp remains running if one or more people are unable to continue. Follow first aid training for assessment of individuals.</p>
Behaviour Leadership - Inappropriate Leadership	Leaders and Helpers	<p>Adults will be briefed on their role and the cycling before they start cycling.</p> <p>Ideally adults will have experience of cycling on road and off-road using route maps.</p> <p>Groups will be led by the most experienced leaders and meet scouting supervision levels.</p> <p>Ensure all necessary permits and permissions are in place. You don't need a permit for activities in Terrain 0.</p>	<p>All group leaders will be appropriately equipped to cope with emergencies (first aid kit, puncture repair kit and basic toolkit etc.)</p> <p>A backup crew will be present to cater for emergencies or problems. They will keep in touch with all groups via mobile phones together with manning staging points along the way. In red.</p>
Emergencies / Incident	All present	<p>Leaders have mobile 'phones – signal checked beforehand on pre-visit.</p> <p>Consider approaching local shops, homes, the public for help if appropriate.</p> <p>Consider a support group to help with issues.</p>	
Safeguarding / Lost	All present	<p>Sufficient maps should be carried by the leaders.</p> <p>Leaders to maintain awareness of their location at all times using maps, gps units, smart phones etc as appropriate.</p> <p>Headcounts or roll calls should be carried out periodically to check all participants are present.</p> <p>Support group to maintain a list of who is in each cycling group.</p> <p>Group stops at regular intervals, and wait for everyone to regroup before continuing.</p> <p>Group members are briefed regarding procedure if lost/separated.</p> <p>Young people will be briefed regarding their response if approached inappropriately by a</p>	<p>- cycling group leaders will have contact details of those they are cycling with along with in touch / health details</p> <p>- group leaders will also have contact details for all other groups and the support group.</p> <p>- a minimum of 2 adults will be cycling with each group.</p> <p>- a support group is available to deal with emergencies and cycle breakdowns.</p> <p>- purple / yellow card for more detail</p>

1st Kesgrave Scout Group

		<p>stranger, or if they are offered anything by a stranger.</p> <p>Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details.</p> <p>Young people must be accompanied/visible by another person at all times (inc. visits to public toilets).</p>	<p>- A WhatsApp group for the leaders will be set up for the event.</p> <p>- Head counts will be taken at appropriate points.</p> <p>In the case of a young person being lost and uncontactable a support vehicle will travel to the last known location along the route and failure to locate the individual will result in a phonecall to the police, parents, GSL and DC. The risk of this is low due to the adult/young person ration being high.</p>
Weather Extremes	All present	<p>Weather forecasts should be checked before setting out on the journey and monitored throughout.</p> <p>The route, timings and event should be adjusted beforehand or during the journey if weather conditions dictate. Consider cancelling the event or abandoning during the event if the weather becomes too extreme or the participants are too cold or wet to continue safely or visibility makes navigating very difficult.</p> <p>Alternative routes prepared for weather changes during the event including emergency exit routes.</p> <p>Support group informed of any route changes at the first opportunity.</p> <p>Find shelter if required.</p>	<p>-Contingency for adverse weather, parents will be asked to pick up their children if the event is abandoned.</p> <p>Support crew to transport bikes back to base in the event of event cancellation.</p> <p>Lunch stops have indoor areas that can be used as shelter and holding areas in the event of waiting for young people to be collected.</p>
First Aid / Injuries that need treatment	All present	<p>As a minimum a first aid qualified person should be present in each cycling group to deal with first aid incidents eg splinters, burns etc.</p> <p>Ensure there are sufficient qualified first aiders to deal with the overall numbers taking part. Consider having a dedicated first aider in the support group.</p> <p>Each cycling group should have a basic first aid kit and ensure there are sufficient first aid kits for the overall numbers taking part.</p> <p>Any support group should have a more extensive first aid kit.</p> <p>If there is an incident (bike or injury) on route all of the group stop. Group to move off the side of the road to a safe location Children / adult requiring treatment assessed by another adult. Car called for backup if required.</p>	<p>- at least one adult in each group will have a basic first aid certificate</p> <p>- leaders will carry a first aid kit and intouch/health forms.</p> <p>- each group will have a phone to call 999 or summon first aid from the support group if they cannot deal with the issue locally.</p> <p>- nominated camp first aider in vehicle to get to location and take to hospital if necessary.</p> <p>Parents informed and to take over from first aider to enable return to camp. GSL informed and DC informed with incident report. Other cars with First Aiders as backup on camp. Day one -West Suffolk</p>

1st Kesgrave Scout Group

			IP33 2QZ, Day two - Ipswich IP4 5PD - lead first aider Julia - 07773 002 508
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*All decisions pertaining to change of camp (for individuals or whole camp) will be made by LIC in conjunction with planning team. In touch details to be held centrally by LIC (in accordance with GDPR) and GSL. LIC to inform GSL who will inform parents/carers of critical incidents and following contingency plans, depending on circumstances, dictating specific actions (eg- camp closing earlier than expected and young people requiring collection, parents /carers to attend hospital for young person hand over).

Information regarding reportable incidents will be completed electronically and sent to the DC for information sharing with HQ.

1st Kesgrave Scout Group

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Cycle Camp 2023 - Accommodation	Date of risk assessment	12 April 2023	Name of person who undertook this risk assessment	Julia Cooper (working with others)
		Date of next review	Reuse of accommodation		

Hazard identified? 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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm may occur from the hazard.</p>	<p>For example: young people, adult volunteers, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk from it.</p> <p>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 are 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>Traffic – injuries from collisions between vehicles and people.</p>	<p>All present</p>	<p>Vehicle movements in and around the venue should be kept to a minimum and where necessary, movements should either be supervised or made when the area is as free of people as possible.</p> <p>When dropping off / picking up people away from the hall, ensure there is adequate space to safely do this and a large enough holding area to avoid accidents with moving vehicles. Ensure those dropping off people are aware of the arrival and departure arrangements.</p>	<p>Final camp letter to identify to attendees and parents/carers</p>
<p>Fires, hot surfaces – burns, scalds, evacuation</p>	<p>All present</p>	<p>General (indoors or outdoors, in or around the hall or away from the hall)</p> <p>Naked flames (burners etc) or hot surfaces should be located away from flammable substances or materials and not be used directly on inappropriate surfaces such as tables, tarmac surfaces etc to minimise burn risks, damage and fires getting out of hand.</p> <p>Where a naked flame (burner) or equipment that potentially could catch fire (whether by a naked flame, electrical fault or hot item) appropriate fire protection measures should be put in place eg fire extinguishers, fire blankets, fire bucket etc.</p> <p>All leaders (adults and young leaders) should know what to do in the event of a fire (fire evacuation procedure) and where the fire / emergency assembly point is.</p> <p>Leaders should familiarise themselves with the position and types of firefighting equipment available.</p> <p>Ensure hot clothes/gloves etc are available for moving hot items.</p>	<p>Fire Safety plans are displayed around the Mundford Village Hall, with fire exists and firefighting equipment clearly marked with illuminated fire exit signs.</p> <p>Mains services are connected to the property.</p> <p>Eye Scout Hut is maintained by 1st Eye Scout Group, a registered charity. Built in 1983 the Scout Hut has clearly illuminated exit signs.</p> <p>Fires, hot surfaces – burns, scalds, evacuation</p>

1st Kesgrave Scout Group

		<p>Apart for standard Scouting use (eg gas bottles), no flammable, explosive, or otherwise dangerous materials or equipment to be used in the accommodation.</p> <p>Any combustible materials/substances, dangerous chemicals, or waste used, to be stored safely.</p>	<p>In the event of a fire starting, the alarm should be raised, fire service informed and young people escorted from the building to a safe designated point for a role call to be completed. If able to safely do so adults to shut doors and windows – only to attempt to put out a fire of waste bin size, with appropriate equipment and only if confident. Ensure exit route is behind you at all times. Never put yourself in danger.</p> <p>In the event of the above situation GSL, parents/carers and DC to be informed.</p> <p>In the event of a burn, first aider to assess and complete actions following their training, including knowing when and how to attend hospital. GSL, Parent/carers and DC to be informed of incident.</p>
<p>Gas equipment – explosions, carbon monoxide poisoning etc</p>	All present	<p>General (indoors or outdoors, in or around the hall or away from the hall)</p> <p>When using mobile gas appliances in an enclosed space carbon monoxide sensors should be in place and correctly located and the area well ventilated.</p> <p>Gas bottles should be sited far enough away from gas equipment (eg burner's, BBQ's, oven's etc) to safely enable the supply to be turned off or disconnected in an emergency.</p> <p>Gas containers must be outside of the building in a safe area when not being used.</p> <p>Gas bottles to be secured prior to transportation in a ventilated trailer</p>	
<p>Behaviour - Inexperience / Lack of competence, over energetic young people leading to loss of control and causing an injury or damage to kit.</p>	All present	<p>Participants should be briefed as appropriate to their abilities/knowledge on camp and safety rules on:</p> <ul style="list-style-type: none"> Staying away from potentially dangerous areas such as wood chopping areas, water, cooking areas cesspits 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 – Inappropriate / Inadequate Leadership</p>	Leaders and Helpers	<p>Leaders should familiarise themselves 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</p>	

1st Kesgrave Scout Group

		where the H&S files and user guides are held.	
Emergencies / Incidents	All present	<p>Ensure appropriate fire equipment eg fire blankets/extinguishers are available or locations known.</p> <p>If required ensure an emergency fire alarm / evacuation process is in place and participants informed of the signal, what they need to do if they hear the signal and where to meet.</p> <p>Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details.</p> <p>Fire doors should be closed at all times unless they have retainers to keep them open which automatically close when the fire alarm goes off.</p>	
Safeguarding / Lost	All present	<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>Headcounts or roll calls should be carried out periodically to check all participants are present.</p> <p>When going to activities (ie cycling) group leader to maintain a list of who is in each group and have details of any medical or other issues listed on their health forms.</p>	<p>Young people not to be alone with single adult</p> <p>- purple / yellow card process followed.</p>
Fire Risk – burns etc	All present	<p>Burners, gas bottles, combustible fuels or cooking restricted to specific areas</p> <p>Ensure there is sufficient appropriate firefighting equipment available.</p>	
Emergency exit points / access routes – delays in emergency services arriving and gaining access causing more harm or fire damage.	All present	<p>Ensure emergency vehicles can gain access to the area / building being used and any access routes are not blocked.</p> <p>On arrival, all fire exits, and access routes checked to make sure they are correctly signed, unlocked and clear.</p> <p>Whilst occupying the area / building keep an eye on any fire exits and access routes to ensure they are still clear and safe to use.</p>	<p>Ensure all are made aware of the fire procedures on arrival to accommodation.</p>

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