



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Camps / Residential Accommodation Check List

Event: Wet Weekend – Greenfield

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.
Traffic/dropping off measures in place - dropping of area suitable and safe. - vehicle movement arrangements in place for kit and food.	There will be a dropping off and pickup facility managed around the site to avoid camping areas. Traffic management is in place for the event by the organisers and all cars will be located at a safe distance from the campsite and activity areas. Vehicles should not be left on site when not required but parked in a suitable location away from the site unless required for medical or other essential reasons During the event walking will take place to and from the activities site, this is along a road with active cars. Group will be briefed on the travelling and how to act. Hi-viz jackets will be given out to leaders to ensure that they are visible to any road users. This will be done during day and no planned walking should take place during night
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	Site is greenfield, ground is 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. A pit will be dug for toilet waste, this will be marked off and fenced. Briefing will be given to avoid this and when emptying toilets that extra care should be given. Running around site will be not encouraged as to prevent additional risk of trips and falls. Ensure all camping structures are positioned and anchored down in such a way as to minimize issues. Torches used when moving around the site after dark and/or suitable lighting (eg lanterns) in strategic locations, glow in the dark guy ropes or solar lights.
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. When carrying kit to and from the camping area make more than one trip if needed

	All lifting and dropping of heavy tents 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 - is the area at risk from mosquitos, ticks etc and appropriate measures taken	Gorse bushes are present on-site and so caution will be given and ground checked before laying out equipment/tents Ensure suitable footwear is always worn. Avoid bare feet unless activity specific. Consider wearing long trousers and long-sleeved tops on camp sites or walking through long grass, woods etc where ticks and mosquitos are a potential problem
Campsite / Accommodation Layout - 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	Other groups will be also camping nearby, consideration of these will be given when the campsite is constructed to take into account safety factors. Campsite has several boundaries that will be explained via a briefing to all present. These will not be exited except when travelling to the activities. A wooded area used for raising pheasants is particularly out of bounds 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: <ul style="list-style-type: none"> • Ensure structures are spaced out to minimise the fire risk between tents (ie min 1m) • Toilet and washing tents will be suitably located to reduce odours and maximise privacy ie not being overlooked etc
Campsite / Accommodation Facilities - does the campsite/accommodation have all the necessary facilities eg fresh drinking water, toilets, waste disposal points (water, food, packaging, chemical toilet) etc. - are the onsite facilities safe ie are inspected, cleaned regularly, have a risk assessment etc	The campsite is greenfield and does not have any facilities provided. All water, food and equipment to be bought in. Adequate supplies to be provided with additional reserves if needed especially water. Toilet tents and disposal will be provided and inspected to ensure that hygiene is maintained throughout the camp. Disposal on site will be via a pit, this is only available for toilet waste and not rubbish which will be taken home
Equipment Used - 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 - has equipment been put away clean and dry at the end of the event, appropriately stacked/stored and in the correct locations.	Kit used will be inspected before use.
Erecting Equipment - are all camping structures erected safely – adults have suitable experience / training. Young people supervised as required.	All adults have camping experience
Clothing / Personal kit - has appropriate clothing, hi-viz, kit, footwear, no jewellery, hairbands etc been specified for activity, terrain and weather conditions and being worn. - have additional requirements been identified, specified and brought along eg mobile phones, snacks, drinks, torches etc - is spare clothing, kit etc available if required – pegs, tents, sleeping bags etc	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. This camp requires specific kit which is not present on the standard kit list, and will be provided with a separate list covering all additional kit required 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>Personal Hygiene and emotional state</p> <ul style="list-style-type: none"> - is everyone eating and drinking adequately, washing regularly, and in a good temperament. 	<p>Ensure each participant has food and water with them prior to leaving site for activities and 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 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> <ul style="list-style-type: none"> - are arrangements in place to remove rubbish and unused materials at appropriate intervals during and at the end of camp. 	<p>No bin disposal is available on-site, all rubbish therefore will be taken home and disposed of separately</p>
<p>Storage Area</p> <ul style="list-style-type: none"> - 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. - have participants been briefed to keep out of these areas. 	<p>Trailer can be used a safe storage area</p> <p>As the campsite is greenfield all equipment not used or which needs special considerations, such as food will be kept in the trailer to stop animals and children from access.</p>
<p>Food</p> <ul style="list-style-type: none"> - 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. - 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>Animals, such as small rodents may be around on site. All food unless being used will be kept in suitable containers or the closed trailer 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> <ul style="list-style-type: none"> - 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. - have ingredients, food, tuck etc been checked for being in date - are suitable cleaning products and equipment available - is access to and transporting of hot water being managed safely. 	<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>Kit / Equipment During Camp</p> <ul style="list-style-type: none"> - are carbon dioxide detectors in place (for gas only) - 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. - are any combustible materials/substances, dangerous chemicals, waste, fuels, solvents, glues, tools, saws, axes etc being stored safely - is equipment, kit, fuels, chemicals, tools etc being removed when no longer required. 	<p>Gas will be checked before use and turned off when not in use to ensure no leaks</p> <p>No electrical hook-up is possible, led battery powered lights will be used to supply lighting</p> <p>Any equipment not used will be stored appropriately to ensure any unneeded risks are minimised</p>
<p>Behaviour - General</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>A briefing will be given at the beginning of camp. Additional briefings will also take place by the event organisers about behaviour while 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, 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 • How to access and use facilities on site for example toilet tents, opening and closing tent entrances (zip/laces) etc
<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>Radios are used by event group leaders during the camp to manage activities. Any issues can be fed through them to central team who will deal with were deemed appropriate.</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>Other members of the public will be present during the activities during the day. Careful eye will be kept on them to ensure any interactions are kept inline with scout values.</p> <p>All participants will be briefed on how to act when dealing</p>

	<p>with the public</p> <p>No public will be present on the camp site</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 on arrival and is site wide for all groups present</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>The campsite will have a barrier to separate off from the public during the event.</p> <p>Trailer can be used to store any valuable items and locked where necessary</p> <p>Kit list provides overview of risk to valuable items</p> <p>Participants will be encouraged to not take any valuables to the activities where public may be around to reduce chance of being stolen</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>The site is bordered by hedges, forest and trees, these will be given as borders.</p> <p>Participants will be given instructions on how to proceed in the unlikely event they get lost or separated from the group.</p> <p>Event organisers operate a peg system during travel to and from activities and during activities. This system gives each participant a peg and counts them out and back in, any missing participants can then be located by peg, a number is also allocated with this peg written on the hand of each member to quickly identify who they are.</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>Group members briefed regarding procedure if lost/separated</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>Only burners off the ground, no fire lighting.</p> <p>Open fires and exposed to heath/grass is not accepted</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 	<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</p>

<p>and bad weather activities ready if required.</p>	<p>the camp.</p> <p>If the weather becomes too severe during the camp, consider moving into wet weather accommodation if available 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, a vehicle or a nearby building 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. - 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 – wells, ticks etc 	<p>All adults' leaders present are first aid trained to attend any small incidents that may take place. A designated first aider is available for the event who will carry out any further first aid or incident should it be necessary</p> <p>Specific attention will be given to open wounds and cuts as prevent any infection</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 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>Event activities while supplied by the county event team can cater for addition needs during activities to ensure all can participate.</p> <p>The site is greenfield and heathland it has an increased effect on those with hay fever or similar allergies. All participants will be warned of this prior so they can take any precautions necessary</p> <p>Those who may not be able to walk the distance to the event activities can if needed take a support vehicle down to the activities.</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</p>

	the activities.
<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>Routes are designated as the enter and exit tracks for the campsite</p> <p>Emergency entry point is via the exit track. This is known to the emergency services and to the event first aider. If necessary, guides will be sent to the road to direct the emergency services to the site.</p>
<p>Notes:</p> <p>Event activities such as water sports are covered under the main event organisers by the County Scout and Guides water activities team who organise Wet Weekend</p>	
<p>Signed: Henry Slim</p> <p>Position: Event Permit Holder</p>	<p>Date: 05/06/2022</p> <p>Review date: 01/06/2023</p>