



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Camps / Residential Accommodation	Date of risk assessment	23 June 2022	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	28 Dec 2022		

This document covers camps and indoor accommodation. It should be read in conjunction with the section meeting risk assessment which covers generic items.

Also depending on the activities being undertaken on the camp and who is running them, other risks assessments may also need to be read in conjunction with this one, For example knife and axe, pioneering etc.

Definitions - Camping structures covers tents, gazebos, marques, toilet tents, dining shelters, bivouacs etc.

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>
<p>Lone working – People on their own - risk of a medical or other incident occurring they cannot deal with adequately</p>	Leaders and helpers	<p><i>See Section meeting risk assessment for details</i></p> <p>No one should be left alone unless in an emergency when no other option is available.</p>	

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<p>Traffic - injuries from collisions with vehicles,</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details – particularly dropping off / picking up people away from the hall</i></p> <p>A vehicle speed limit of 5mph should be adhered to on camp sites and hazard lights should be on whilst the vehicle is moving.</p> <p>Ask everyone to carry kit to the camping area wherever possible.</p> <p>Vehicles should not be left on camping sites when not required but parked in a suitable location away from the site unless required for medical or other essential reasons.</p>	
<p>Camp Site / Accommodation – Unsuitable terrain, steep descents, size, access etc</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p> <p>Avoid camping near water (rivers, lakes, ponds) or rock edges – safety issue (risk of drowning, falling etc) and mosquitoes, ticks etc. If this can't be avoided erect a physical boundary to prevent/highlight to people that they are entering a hazardous area.</p> <p>Avoid camping on areas where farm animals have been grazing. There are potentially serious diseases that can be acquired following contact with animal faeces. If you are unable to avoid, then ensure the field has been animal free and visible droppings removed at least 3 weeks before the camp and ensure enhanced hygiene is practiced. See Scout Guidance on Ecoli (FS120626) for full details.</p> <p>Ensure site is large enough to cater for the numbers attending, erection of camping kit (tents etc), space for planned activities and free movement of people.</p> <p>If possible, visit the site before the camp date to ensure it is suitable and broadly how the camp site layout might look. Alternatively consider using google maps satellite view or similar, to review the area being considered.</p> <p>Consider whether the site be accessed by any vehicles that need to safely – cars, trailers, mini-busses, coaches, lorries etc.</p> <p>Consider creating a draft site layout to ensure everything fits and to help minimise concerns/issues.</p>	
<p>Protrusions, slips, trips, falls, collisions – injuries to people moving around</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details – particularly slippery/uneven surfaces, free from clutter, wood/branches and sharp objects.</i></p> <p>Ideally choose camp sites that are as level and free as possible from rabbit holes, rocks, logs etc or mark / fill in as appropriate, to minimise the likelihood of accidents.</p> <p>Ensure all camping structures are positioned and anchored down to cope with the predicted weather conditions, in such a way as to minimize issues especially:</p> <ul style="list-style-type: none"> • Guy ropes and anchoring's should be in straight lines wherever possible. • Hazard tape should be considered to highlight areas of potential concern. • Gaps between structures should either not allow through traffic or be sufficient to allow people through easily. • Not obscure natural walkways through the site, especially public footpaths etc. 	

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		<ul style="list-style-type: none"> 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 – back injuries, strains, cuts, bruises etc	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Any lifting should be undertaken safely eg straight back, two people where weight exceeds recommended limits etc and use mechanical aids and safety equipment eg gloves, googles etc where applicable. However, bear in mind that gloves may affect your grip.</p> <p>Try and move kit as near as possible to the camping area commensurate with not causing any traffic issues.</p> <p>When carrying kit to and from a campsite/accommodation make sure it is within the capability of the individuals carrying it and safe, make more than one trip if needed and use trolleys if available.</p> <p>Supervise young people carrying larger items.</p> <p>Remind people how to lift and carry safely if necessary.</p> <p>All lifting and dropping of heavy tents and other items to be supervised by adults.</p> <p>Ensure individual suitcases, bags, rucksacks etc are not overloaded or too heavy to be handled by participants.</p>	
Campsite / Accommodation Facilities – health and hygiene issues, injuries etc	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure there are enough toilets and washing areas to cater for the number present. If possible, have separate areas to divide by sexes and adults/young people.</p> <p>Ensure there is an appropriate source of fresh, drinkable water available.</p> <p>Ensure there is a suitable place/mechanism for disposing of wastewater, food, and packaging</p> <p>If showers are onsite, ensure the site adequately manages the risk of Legionella.</p> <p>If onsite/offsite activity facilities are being used and supervised by our camp leaders, undertake a risk assessment before using.</p> <p>If onsite/offsite activity facilities are being used and supervised by other people (typically the onsite team) ensure they have the necessary permits and risk assessments in place and undertake an ‘external activities’ risk assessment before using.</p> <p>If required provide your own additional facilities ie changing / washing facilities, gazebos, toilet tents, toilets etc.</p> <p>Where your own chemical toilets are being used, ensure there is a chemical toilet disposal point or natural waste pit available and that it’s safely cordoned off.</p> <p>Consider lighting requirements at night, especially for toilet tents etc.</p>	

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<p>Storage Area - injuries to people collecting and returning kit / equipment, theft etc</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure there are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc.</p> <p>Brief scouts to keep out of these areas. For dangerous items ideally lock.</p>	
<p>Equipment used eg pegs, mallets, lump hammers, ropes, etc – injuries to people</p>		<p><i>See Section meeting risk assessment for details – particularly checking equipment before use, put away after use clean and dry, carbon dioxide detectors, safe storage of combustible materials/substances, dangerous chemicals etc</i></p> <p>Ensure all kit provided eg pegs, mallets, lump hammers, etc, is in a good condition and suitable for the event being undertaken. Report any damaged or faulty items or discard if not suitable for the job.</p> <p>Check that all kit being provided is appropriate for the age of the people involved ie they can use it etc.</p> <p>When no longer required any equipment, kit etc used should be removed and placed in a safe area or its designated storage area, stacked safely to prevent injuries.</p> <p>Any equipment used (catering equipment, camping kit etc) should be put away clean and dry to minimise deterioration, mould, damp etc</p>	
<p>Equipment Used - tents, gazebos, mess tents etc – injuries to people camping</p>	<p>All present</p>	<p>All camping structures should be in good order and checked for any faults, damage, sharp edges etc and anchored down to cater for the likely weather conditions on the camp. They should also be fit for the purpose they are being used for ie capable of dealing with the predicting weather, waterproof (ideally not single skinned party tents), large enough to house everyone and kit etc.</p>	
<p>Equipment Used – all other eg tables, benches, - injuries to people camping</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p>	
<p>Electrical equipment – electrocution, burns, fires etc</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details - particularly checking before use, removed, and put in a safe area when no longer being used.</i></p>	
<p>Fires, hot surfaces – burns, scalds,</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p>	
<p>Chemicals, solvents, adhesives etc – injuries from misuse of cleaning materials, allergic reactions, etc.</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p>	

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<p>Gas equipment – explosions, carbon monoxide poisoning etc</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p> <p>Leaders should oversee the setting up and running of any gas equipment. Where it is unsafe or impractical for young people to do so, adults and young leaders should carry out the setting up / taking apart as appropriate.</p> <p>All mobile gas appliances (burners, gas bbq's, burco's etc) should be visually checked before use and if damaged taken out of service and replaced/repaired asap.</p> <p>When using mobile gas appliances in an enclosed space (eg tent, canopy or building) carbon monoxide sensors should be in place and correctly located and the area well ventilated.</p> <p>When connected-up, portable gas appliances should be checked to ensure gas is not leaking and valves work properly. A gas spanner should be used to tighten up connections that require it.</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>When finished with or not being used for a long period, any gas appliance valves should be turned off, gas bottles / connections removed, and any caps put back on the bottles. If the gas bottle is being used indoors then it should be placed outside.</p> <p>When no longer required any gas equipment used, should be removed and either placed in a safe area or back in its storage area to prevent injuries.</p>	
<p>Materials / Rubbish – cuts, allergic reactions, contamination, stains etc.</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure any rubbish and unused materials are removed at appropriate intervals during and at the end of any camp.</p> <p>At the end of the camp ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user. All personal items, debris, equipment and materials brought along must be taken away and all debris and rubbish deposited in a provided skip/bin or taken home.</p>	
<p>Clothing / Personal Kit - fit for purpose.</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details</i></p> <p>Check tents and kit provided by participants are fit for purpose, safe to use, waterproof, warm enough etc.</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>Erecting Camping Structures – injuries to people during erection and use of camping structures</p>		<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure pegs are of a suitable size and condition for the camping structure (tent etc) being tied down.</p> <p>Adults to supervise activity and young people to be given instruction on how to correctly put pegs in.</p> <p>Ensure young people are physically strong enough to hold up poles, insert fibre glass poles into sleeves/pins etc and ensure they don't inadvertently swing poles around or use as spears.</p> <p>Ensure young people and adults are standing safely apart or to one side when using mallets and</p>	

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		<p>hammers.</p> <p>Consider erecting central facilities – cooking areas, toilet tents before young people arrive.</p> <p>For hammocks and tree tents check the trees are solid enough to take the weight, knots are tied appropriately, and the surface is free from sharp/hard objects that cause injuries if you fell on them accidentally.</p> <p>Try and avoid erecting camping structures when it is dark or raining. If it is dark then ensure adequate lighting is available (torches, lanterns etc). If it is raining heavily consider pre-erecting tents under a sheltered area (trees, indoors, canopy, gazebo etc) and carrying them out when erected and peg down.</p>	
Menu / Food Storage – health and hygiene issues etc	All present	<p><i>See Section meeting risk assessment for details</i></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, keep covered etc especially when being transported.</p> <p>Ideally store food off the ground and in containers.</p> <p>Consideration should be taken to locking away or sealing food to protect from wildlife or vermin.</p> <p>Try and ensure young people don't store food in their tents.</p>	
Kitchen, Drinks, Tuck, Refreshments – health and hygiene issues etc	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure good food hygiene practices are in place such as hand washing, washing up, separation of cooked and raw food and utensils used, catering gloves, coloured preparation boards etc to avoid cross contamination.</p> <p>Ensure there is supply of fresh drinking water.</p>	
Camp event - injuries	All present	<p><i>See Section meeting risk assessment for details along with appropriate activity risk assessments</i></p> <p>All camping structures. should be laid out and pitched to minimise issues and take account of the prevailing wind direction and likely weather conditions. Factors covered should include:</p> <ul style="list-style-type: none"> • All camping structures should be pitched as far as possible on level ground free from obstructions and sharp objects eg stones, thistles, thorns etc and not liable to flooding or the flow of a water courses, especially after heavy downpours or prolonged rain. • Being as far away from fires as possible – sparks and smoke inhalation and wood cutting areas. • Ensuring structures are spaced out to minimise the fire risk between tents (ie min 1m). • Keeping sleeping areas separate from cooking and central areas to minimise noise issues. • Where toilet and washing tents are provided ensure they are suitably located to reduce 	

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		<p>odours and maximise privacy ie not being overlooked etc.</p> <ul style="list-style-type: none"> • Take advantage of local foliage and trees to protect from the weather but avoid camping directly under trees, if at all possible, for both sap and falling branches etc. • Avoid camping close to barbed wire, thorny hedges, stinging nettles, ditches etc. • Avoid camping near maintenance areas, machinery etc. and warn young people to keep away. <p>A Leader should ensure that all camping structures are inspected periodically especially before weather conditions are likely to deteriorate and during times when weather conditions could cause issues with the structures ie high winds, heavy snow or rain etc.</p>	
<p>Personal Hygiene and Well Being – rashes, odours, illness, constipation etc</p>	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure washing / toilet facilities are checked on a regular basis especially if using chemical toilets eg toilets full or blocked, it's state, toilet paper, hand washing lotions, paper towels etc.</p> <p>For longer camps (eg week) consider planning a mid-camp trip to the swimming baths or an offsite activity with showers.</p> <p>For greenfield sites consider providing a camp shower / hygiene tent to offer the chance to have a proper wash.</p> <p>Ask people to keep tents clean and possibly inspect from time to time.</p>	
<p>Peer Led Activities –inadequate training</p>		<p>For peer led activities (typical scouts and explorers), ensure:</p> <ul style="list-style-type: none"> • Leaders help with the planning, preparation and any training required. • Put in place a supervision plan to ensure that the group is monitored and supported and there are systems in place to make contact. <p>The supervision plan should include:</p> <ul style="list-style-type: none"> • Number of members taking part, so you know how many to count when you meet up. • Contact arrangements – checkpoints, shadowing sweeping, use of technology. • Hazards / areas of risk. • Nights Away Passport - If a group of Scouts or Explorers are to be remotely supervised overnight. • Emergency plans. <p>Further guidance can be found from Fact sheet FS120339.</p>	Supported by Leaders and support group as required
<p>Behaviour - Inexperience / Lack of competence, over energetic young people leading to loss of control and causing an injury or</p>	All present	<p><i>See Section meeting risk assessment for details</i></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>	

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damage to kit.		<p>Participants should be briefed as appropriate to their abilities/knowledge on camp and safety rules on:</p> <ul style="list-style-type: none"> • Not playing with mallets, pegs, ropes etc. • Not throwing objects. • No running around tents, dining shelters, etc. • No games near camping structures (tents etc). • Not carrying sharp objects around. • Not visiting other people's tents without permission. • 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. • How to access and use facilities on site for example toilet tents, opening and closing tent entrances (zip/laces) etc. <p>Have a suitable plan in place for the supervision of free time, unstructured activities and weather conditions not allowing activities to take place.</p> <p>Make sure adequate rest time is built into the programme, with a 'peaceful space' away from the general hubbub.</p> <p>Ensure as much as possible, that the camp site layout is such, that it is easy to view the whole camp site for supervision purposes. Having separate glades or hidden areas should be avoided if possible.</p> <p>Behaviour will be monitored for horseplay, dangerous activities etc and events stopped or a cooling off period introduced if things are getting out of hand or injuries are likely to happen. A clear communication method will be used to stop the activity if necessary.</p>	
Behaviour – Inappropriate / Inadequate Leadership	Leaders and Helpers	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure the event is covered by a leader with a correct Nights Away Permit.</p> <p>Ensure an up-to-date Nights Away form and risk assessment is approved by the DC.</p>	
Behaviour - Confrontation / interactions with members of public and other campers	All present	<p><i>See Section meeting risk assessment for details</i></p>	

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Emergencies / Incidents	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Ensure appropriate fire equipment eg fire blankets/extinguishers are available or locations known.</p> <p>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>Ensure a robust InTouch process in place. If appropriate to the event, consider providing a home contact.</p> <p>Ensure that group details, Intouch and health information is readily available at all times in case of an incident or emergency either in paper format or electronic eg OSM.</p> <p>All personal/confidential/Intouch information should be secured and only accessible to people that need to access it. Paper copies should not be left out or unprotected; computer systems should be protected by passwords etc. All sensitive data to be kept out of view from young members.</p> <p>Ensure there is a first aid, emergency, sending someone home or cancellation procedure in place and that leaders and participants know what it is.</p> <p>Ensure leaders can always accurately define their location in case they need to call an emergency service, a parent to drop off / pick someone up etc.</p>	
Security – theft from camp site	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Participants will be responsible for any valuable items they bring on camp and briefed on not keeping valuable items in their tents when not occupied and considering asking an adult to look after or lock away.</p> <p>Consider running a camp bank for the young people,</p>	
Safeguarding / Lost	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>When choosing a campsite / accommodation ensure that the location, as much as practical, is in an area where stranger/public access is unlikely or minimal. If not have appropriate measures been put in place eg wearing of scarves, arm bands etc.</p> <p>Ensure all leaders and adult helpers sleeping overnight have completed DBS enquiries.</p> <p>Ensure supervision ratios follow Scout HQ guidance when onsite or away from the premises.</p> <p>Ensure all adults (leaders and helpers) are aware of the Yellow Card ie Young people first – safeguarding – a code of practice.</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>Headcounts or roll calls should be carried out periodically to check all participants are present.</p> <p>When going to activities (onsite or offsite) 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>	

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		<p>Ensure leaders and young people are familiar with the full site and provide site maps if appropriate especially the location of site facilities such as toilets etc and activity areas.</p> <p>Ensure sleeping facilities provide appropriate division of adults and young people.</p>	
Weather extremes	All present	<p><i>See Section meeting risk assessment for details</i></p> <p>Consider whether there are any possibilities of emergency wet weather accommodation being available for the duration of the camp.</p> <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 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>	
Fire Risk – burns etc	All present	<p>Participants should be briefed on the following rules for personal tents.</p> <ul style="list-style-type: none"> • Only battery lamps/torches allowed. • No burners, gas bottles, combustible fuels or cooking allowed ie restrict to specific areas ie dining shelters, fire areas, cooking tents etc. • No matches, strikers, lighters allowed in tents. <p>Ensure there is sufficient appropriate firefighting equipment available.</p>	

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<p>First Aid / Injuries that need treatment</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details.</i></p> <p>As a minimum ensure someone present has a basic first aid certificate and first aid kit.</p> <p>Ensure there are sufficient suitably qualified first aiders to deal with the numbers taking part and the types of activities being undertaken. Consider having a dedicated first aider if more serious injuries are a possibility.</p> <p>A complete, up to date first aid kit should be available at all times in close proximity to the activities. More than one should be considered if activities are spread over a large area or to cope with the numbers attending.</p> <p>First aid kit(s) should take account of the activities being delivered and additional items should be considered to cater for weather conditions, time of year, location / landscape, and any known medical needs – sun cream, bites, ticks, survival blanket, hot drinks, spare clothing, torches, energy snacks, fresh water, jelly babies etc.</p> <p>For young people with personal medication requirements ie pills, inhalers, EpiPen's etc, consider providing facilities to store securely and appropriately (eg fridge, cool box, etc) and supervise their schedule of taking medicines.</p>	
<p>Accessibility / Inclusiveness / Health Issues</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details – particularly accessibility etc, age appropriate, allergies and additional environmental hazards.</i></p> <p>Manage tent/accommodation/activity and cooking group allocations to take account of ability, numbers, temperament etc.</p>	
<p>Emergency exit points / access routes – delays in emergency services arriving and gaining access causing more harm or fire damage.</p>	<p>All present</p>	<p><i>See Section meeting risk assessment for details – particularly exit and access routes not being blocked.</i></p> <p>Ensure emergency vehicles can gain access to the campsite / building being used and any access routes are not blocked.</p>	