



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	1 Mar 2025	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	1 Apr 2026		

This document covers camps including indoor accommodation. It should be read in conjunction with the section meeting and events risk assessment which covers generic items and the Scout Hall risk assessment if appropriate.

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 cover's 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?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Lone working – People on their own - risk of a medical or other incident occurring that cannot be dealt with adequately	Leaders and helpers	No one should be camping or in residential accommodation alone unless in an emergency when no other option is available.	
Traffic / dropping off / picking up measures - injuries from collisions between vehicles (cars, lorries, ebikes, cycles, buses,	All present	A vehicle speed limit of 5mph should be adhered to on camp sites and hazard lights should be on whilst the vehicle is moving. Ask everyone to carry kit to the camping area wherever possible. When not required, vehicles should not be left on camping sites but parked in a suitable location away from the site unless required for medical or other essential	

1st Kesgrave Scout Group

scooters, coaches etc) and people		reasons.	
Camp Site / Accommodation / Terrain – Unsuitable terrain, steep descents, size, access etc	All present	Check to make sure the campsite / accommodation is not on the Scout Associations prohibited and restricted list campsites list. For areas listed as prohibited, permission to camp will not be given. For areas listed as restricted, permission to camp must be obtained in advance from the named contact.	
Protrusions, slips, trips, falls, collisions – injuries to people moving around	All present	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. Ensure all camping structures are positioned and anchored down to cope with the predicted weather conditions, and to minimise potential accidents especially: • 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 obscuring natural walkways through the site, especially public footpaths etc. • Torches used when moving around the site after dark • Additional lighting eg lanterns, glow in the dark guy ropes or solar lights considered to mark walking routes / tents.	
Kit / Equipment eg Tables, chairs, tents, gazebos, mess tents, pegs, mallets, lump hammers, ropes, etc - injuries to people camping	All present	All camping structures (tents, gazebos, marques etc) should be in good order and checked for any faults, damage, sharp edges etc. 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 including kit etc. Ensure all kit provided eg pegs, mallets, lump hammers, etc, are in a good condition and suitable for the event being undertaken. Report any damaged or faulty items or discard/replace if not suitable for the job.	
Clothing / Personal Kit - fit for purpose.	All present	Check tents and kit provided by participants is fit for purpose, safe to use, waterproof, warm enough etc and act accordingly. 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).	
Putting Out / Erecting Camping Structures and Equipment – injuries to people during erection and use of camping structures		Ensure pegs are of a suitable size and condition for the camping structure (tent etc) being tied down. Adults to supervise activity and young people to be given instruction on how to correctly put pegs in. 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. Ensure young people and adults are standing safely apart or to one side when using mallets and hammers.	

1st Kesgrave Scout Group

		Consider erecting central facilities – cooking areas, toilet tents before young people arrive. 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. 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.	
Menu / Food Storage – health and hygiene issues etc	All present	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 and takes account of the dietary and allergy requirements of the participants. Try and ensure young people don't store food in their tents.	
Camping / Accommodation Area – injuries during the camp.	All present	Ensure that the camping area and set up/layout, is appropriate and safe eg surfaces, spacing, kit used etc. Cordon off any areas that need to be for safety reasons and to make inaccessible to others and the public. All camping structures. should be laid out and pitched to minimise risks and issues and take account of the prevailing wind direction and likely weather conditions. Factors covered should include: • 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, shower and washing tents are provided ensure they are suitably located to reduce odours and maximise privacy ie not being overlooked etc. • Take advantage of local foliage and trees to protect from the weather but avoid camping directly under trees, if at all possible, from 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.	
Camp / Sleep Over/ Event	All present	Leaders should ensure that all camping structures are inspected periodically especially before weather conditions are likely to deteriorate and during times when	

1st Kesgrave Scout Group

		weather conditions could cause issues with the structures ie high winds, heavy snow or rain etc.	
Manual Handling – back injuries, strains, cuts, bruises etc	All present	Ensure individual suitcases, bags, rucksacks etc are not overloaded or too heavy to be handled by participants.	
Personal Hygiene and Well Being – rashes, odours, illness, constipation etc	All present	Ensure washing / shower / 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. For longer camps (eg week) consider planning a mid-camp trip to the swimming baths or an offsite activity with showers. For greenfield sites consider providing a camp shower / hygiene tent to offer the chance to have a proper wash. Ask people to keep tents clean and possibly inspect from time to time.	
General Behaviour - Inexperience / Lack of competence, over energetic young people leading to loss of control and causing an injury or damage to kit.	All present	Young people will only be able to use equipment and help erect camping structures if leaders are sure their behaviour is safe. Participants should be briefed as appropriate to their abilities/knowledge on camping and safety rules on: • 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. Have a suitable plan in place for the supervision of free time, unstructured activities and weather conditions not allowing activities to take place. Make sure adequate rest time is built into the programme, with a 'peaceful space' away from the general hubbub. 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.	

1st Kesgrave Scout Group

Leadership – Inappropriate / Inadequate Leadership	Leaders and Helpers	Ensure the event is covered by a leader with a correct Nights Away Permit. Ensure an up-to-date Nights Away form and risk assessments are approved by the DC.	
Peer Led Activities – inadequate training		For peer led activities (typical scouts and explorers), ensure: • 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. The supervision plan should include: • 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. Further guidance can be found from Fact sheet FS120339.	Supported by Leaders and support group as required
Accessibility / Inclusiveness / Health Issues	All present	Manage tent/accommodation/activity and cooking group allocations to take account of ability, numbers, temperament allergies, dietary requirements etc.	
Emergency exit points / access routes – delays in emergency services arriving and gaining access causing more harm or fire damage.	All present	Ensure emergency vehicles can gain access to the campsite / building being used and any access routes are not blocked.	
Fire Risk – burns etc	All present	Participants should be briefed on the following rules for personal tents. • 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. Ensure there is sufficient appropriate firefighting equipment available.	
Security / Theft	All present	Participants will be responsible for any valuable items they bring on camp and briefed on not keeping valuable items in their tents etc when not occupied and considering asking an adult to look after or lock away. Consider running a camp bank for the young people,	
Safeguarding / Lost – intruder access to the building or young person leaving unattended causing harm to individuals.	All present	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. 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	

1st Kesgrave Scout Group

		Leader in charge knows at any time who is supposed to be on camp. Headcounts or roll calls should be carried out periodically to check all participants are present. 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. Ensure sleeping facilities provide appropriate division of adults and young people.	
DBS / Scouting	All present	Ensure all leaders and adult helpers sleeping overnight have completed DBS enquiries.	
Weather - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, lightning, darkness.	All present	Monitor the weather forecast in advance of the camp and adjust equipment taken and proposed camp layout accordingly. If the weather is looking too severe consider cancelling the camp. Consider whether there are any possibilities of emergency wet weather accommodation being available for the duration of the camp. 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. 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).	