

Risk assessment

Name of Section or Activity	Camping – Greenfield Permit Activity	Date of risk assessment	5 th May 2021	Name of who undertook this risk assessment	Tris Cocks
	Including the Erection of Tents	Date of next review	August 2024		

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?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Locational Hazards	All	A separate risk assessment has been produced for the location of the camp. Mitigations as set out in that document should be followed	
Manual Handling – Strain, Injury	All	- Where possible aids are to be used when moving heavy objects such as trolleys, sack truck, wheelbarrow etc. - Heavy items are to be broken down into lighter items where possible - People to work in pairs or groups to move heavy / bulky items - Stop lifting if pain or discomfort is felt.	
Fire – Burns / injury	All	- Leaders to brief all persons on evacuation route & muster point in the event of a fire - No Naked flames to be left unattended - Cooking tents to be at least 6m from other tents	
Carbon Monoxide – Death	All	- No Fires or open flame heating to be used in enclosed spaces / tents - Windows and / or doors to be opened to provide ventilation when using naked flames to cook inside a tent	
Trees – Falling wood / Lightning strikes	All	- Leaders to assess prevailing wind conditions and wind strength / forecast when organising pitch / campsite layout - Tents not to be erected under large trees with dead branches / lots of ivy.	
Cooking	All	A separate risk assessment has been produced for Cooking. Mitigations as set out in that document should be followed	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

Risk assessment

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?
Allergies – Illness	All	- Any persons with allergies are to notify the leader in charge prior to camp so the correct mitigations can be put into place. - Separate cooking equipment & storage facilities are to be used to ensure there is no Cross-Contamination between foods that could create an allergic reaction	
Food Storage – Rodents & Illness	All	- All food shall be stored in closed containers in the kitchen or store area - No food is to be stored in Sleeping Tents - Personal tuck is to be handed in to leaders upon arrival - Food to be stored in Fridges / Cool boxes with Ice Blocks as appropriate - Containers to be closed when not in use - Raw meat to be stored below cooked meat / produce	
Waste Food & Water– Vermin & Rodents	All	- Waste food to be placed into bin sacks and disposed of in waste bins - Wet waste to dispose of in a dedicated waste water point or to be drained through “grease pit” and “Food filter” which is to be changed daily. “Grease Pit” to be sited away from tents preferably at the base of bush / hedgerow “Food filter” to be disposed of in waste bins or by being incinerated by an Adult at the end of the day.	
Slips, Trips and Falls - Injury	All	- Leaders to survey the area prior to the camp taking place - Leaders to brief Participants about hazards of the location along with the boundaries when the camp commences - Participants to wear suitable footwear for the area with laces tied - Participants to be briefed not to run through / under tent guy lines.	
Darkness at night – Trips & Falls	All	- All participants to know where their torch is prior to it getting dark - Ensure participants are familiar with the layout prior to it getting dark - Where possible hazards are to be identified and / or cordoned off.	
Dehydration - Illness	All	- Regular drink breaks to be incorporated into the planned event - Everyone to be aware of where drinking water can be found	

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

Risk assessment

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?
Hygiene	All	- Toilet and Wash facilities are to be available on site - These facilities are checked on a regular basis by the leaders and any issues reported to the camp Leader	
Portable Toilet Facilities – human waste	All	- Toilet facilities to be set up on the Greenfield under supervision of an Adult. - All Participants to be briefed on how to use Portable toilet - Chemicals to be added to the toilet before use - Toilets to be emptied into suitable sewerage system or into a pit in the ground. If using a pit the area is have suitable barriers around it. - Gloves and PPE to be provided to the users emptying the toilets. - Toilets to be cleaned and sanitised before being returned to the store. Dedicated toilet cleaning equipment to be used.	
Lost Participants	All	- Participants to be briefed not to leave the boundaries set by the Leader - Briefing to include what the protocols are should any participant become lost - Leaders to supervise exit points and regularly perform a 'head count' to account for all participants, - All participants to be accounted for prior to going to sleep.	
Security - Lost money	All	If spending money is suggested on the kit list; Leaders to run a "Camp Bank" to securely store any money.	
Safeguarding / Child protection	All	- All adults staying overnight shall have a valid DBS Check. - All adults to have seen the latest copy of the Scout "Yellow Card"; Safeguarding Code of Practice – Version 7. - Adults should not sleep in the same tent as the Young persons. Where only one tent is available barriers shall be used to provide segregation - Two adults shall be present at all times whilst on camp. - Children to be discharged only to their parent/guardian or another person if prearranged with the leader in charge.	
First Aid	All	At least one leader to hold a current first aid qualification and to have easy access to a first aid kit suitable for the activity.	

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

Risk assessment

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?
Medication	All	- Personal prescribed medication is to be handed in to a leader upon arrival where required dosage is to be recorded. - Record of dosage is to be updated every time medication is administered - Medication to be securely stored	
Weather – Sunstroke, Hypothermia, Sunburn,	All	- Weather to be checked prior to commencing the camp - Planned activities to be modified to suit weather conditions	
Behaviour	All	Behavioural expectations of all persons involved in the activity to be briefed before the Camp commences.	
Supervision	All	- Supervision of YP to be within minimum ratios as specified in POR. - Clear responsibilities are to be outlined in the briefing to Leaders and Participants - At least one Leader present shall hold a valid Nights Away Permit for Greenfield Camping - The Leader in charge shall submit a Night Away Notification (NAN) form prior the camp taking place.	

Erecting Tents

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?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Manual Handling – Strain, Injury	All	- Where possible aids are to be used when moving heavy objects such as trolleys, sack truck, wheelbarrow etc. - Heavy items are to be broken down into lighter items where possible - People to work in pairs or groups to move heavy / bulky items - Stop lifting if pain or discomfort is felt.	

Risk assessment

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?
Mallets / Hammers – Injury, Bruising	All	- Younger sections to be shown how to correctly use Mallets and Hammers. This includes keeping hands below the head of the peg and - Close supervision to be given to younger / inexperienced persons when using mallets - Distance to be kept between people when using mallet	
Poles – Injury, Impalement	All	- Poles to be kept on the ground until ready for use - Poles with Spikes are to be kept pointed towards the ground when being moved - Long poles to be carried by multiple persons to enable both ends to be controlled. - Nobody to run whilst carrying poles	
Pegs – Failing due to incorrect size and use	All	- Pegs to be suitable for tent size/ type, ground type and weather conditions - Correct type of hammer / mallet to be used for each peg type i.e. wooden mallet for wooden pegs. Rubber mallet for small metal pegs, Lump hammer for large metal pegs - Pegs not to be pushed into the ground using feet	
Trip Hazards	All	- Any Pegs / Pole or Guy lines that pose a trip hazard are to be highlighted using hazard tape or similar - Consider using solar lights to highlight the trip hazards at night.	
Raising & Lowering tents – Injury, damage to equipment	All	- Nominated 'leader' (Adult or Young Person) to direct raising and lowering tents to ensure the load is equally spread and in control. - When erecting larger tents / marquees brief is to be given so each person knows what is required of them - Large tents to be erected into the prevailing wind direction - Suitable training to be given before erecting large tents.	
Weather - Wind - Failing Pegs / Guys & Tents	All	- Regular checks of tents to be performed during strong wind - Additional guy lines and pegs to be utilised as required. Consider 'cross pegging' to reduce the risk of pegs pulling out	
Weather - Rain – soft ground, loose guy ropes	All	Regular checks of tents to be performed during heavy rain, look for risk of flooding, and soft ground which could result in pegs coming loose.	

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

Risk assessment

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?
		If using Hemp Guy lines, regular adjustments are required as the rope expands and contracts depending on the weather	
Wet Equipment	All	All tents to be aired and / or dried before being putting away in the store	
Faulty Equipment	All	- Equipment to be checked for faults before or during each use - Any Damaged or Faulty Equipment to be reported to the QM - The User is to check all parts are present and report any missing items to the QM before putting the items back in the store	
Behaviour	All	Behavioural expectations of all persons involved in the activity to be briefed before the Activity commences.	
Supervision	All	- Supervision of YP to be within minimum ratios as specified in POR. - Clear responsibilities are to be outlined in the briefing to Leaders and Participants	

Checked by Line Manager	Paul Woodward AGSL 15 th May 2021	Checked by Executive	Lesley Dingle Group Chair 31 th May 2021
--------------------------------	--	-----------------------------	---

Version Control

Date	Version	Changed by	Comments
5 th May 2021	1	Tris Cocks	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety