

Risk assessment

Name of Section or Activity	Erecting Tents	Date of risk assessment	4 th May 2021	Name of who undertook this risk assessment	Tris Cocks
		Date of next review	September 2025		

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.	
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	

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

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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. - Adult leaders to take charge if erecting tents in strong wind.	
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. - 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.	
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.	
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	

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

Date	Version	Changed by	Comments
04 th May 2021	1	Tris Cocks	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed – Added line to raising tents in strong wind
10 th November 2024	1.2	Paul Woodward	Reviewed