

Risk assessment

Name of Section or Activity	Camping – Indoor Permit Activity	Date of risk assessment	6 th March 2021	Name of who undertook this risk assessment	Tris Cocks
		Date of next review	April 2027		

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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Leaders to brief all persons on evacuation route & muster point in the event of a fire No Fan / Gas heaters to be left on overnight No items to be placed on or covering heaters No Naked flames to be left unattended 	
Carbon Monoxide – Death	All	<ul style="list-style-type: none"> No Fires or open flame heating to be used in enclosed spaces Windows and / or doors to be opened to provide ventilation when using naked flames indoors 	
Allergies – Illness	All	<ul style="list-style-type: none"> 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 	

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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Cooking	All	<ul style="list-style-type: none"> A separate risk assessment has been produced for Cooking. Mitigations as set out in that document should be followed 	
Food Storage – Rodents & Illness	All	<ul style="list-style-type: none"> All food shall be stored in closed containers in the kitchen or store area No food is to be stored in the sleeping area 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 	
Slips, Trips and Falls - Injury	All	<ul style="list-style-type: none"> 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 	
Darkness at night – Trips & Falls	All	<ul style="list-style-type: none"> 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 to be identified and / or cordoned off. 	
Dehydration - Illness	All	<ul style="list-style-type: none"> Regular drink breaks to be incorporated into the planned event Everyone to be aware of where drinking water can be found 	
Hygiene	All	<ul style="list-style-type: none"> 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 campsite staff 	
Lost Participants	All	<ul style="list-style-type: none"> 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. 	

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Security - Lost money	All	<ul style="list-style-type: none"> If spending money is suggested on the kit list; Leaders to run a "Camp Bank" to securely store any money. 	
First Aid	All	<ul style="list-style-type: none"> 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. 	
Safeguarding / Child protection	All	<ul style="list-style-type: none"> 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 room as the Young persons. Where only one room is available; free standing tents or 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. 	
Medication	All	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Weather to be checked prior to commencing the camp Planned activities to be modified to suit weather conditions 	
Behaviour	All	<ul style="list-style-type: none"> Behavioural expectations of all persons involved in the activity to be briefed before the Camp commences. 	
Supervision	All	<ul style="list-style-type: none"> 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 Indoor Camping The Leader in charge shall submit a Night Away Notification (NAN) form prior the camp taking place. 	

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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
06 th April 2021	1	Tris Cocks	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed
17 th February 2026	1.2	Paul Woodward	Reviewed