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| **Name of activity, event, and location** | **1st Anytown Scouts – Younger sections nights away**  Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings. | **Date of risk assessment** | **01.03.2023** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **01.03.2024**  **(or before each event if sooner)** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  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 that 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.  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’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Site features –**  Risk of injuries from:  Natural features  Plant & equipment | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes, car parks.  Be aware of maintenance areas, machinery etc.and warn young people. Be clear on arrival if any areas are out of bounds to young people when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific.  Indoors – Check smoke and carbon monoxide detectors are working. Electrics – visual check there are no bare wires and sockets are not overloaded.  Dynamically risk assess if any problems are apparent and discuss with site management as soon as possible. |  |
| **Water and Waste**  Infection & Vermin | All present | Is there an appropriate source of fresh, drinkable water – is the tap water suitable for drinking?  What facility is in place for disposal of rubbish, waste fluids and food? Do you need to set up your own (eg: grease pit?) |  |
| **Vehicles and People**  Risk of Collision and injury | All Present | On arrival/departure  Restrict vehilcle access to pedestrian areas as much as possible  YP to be supervised while arriving at accommodation. Help with carrying kit given by adults. YP to make only one trip from vehicle area to accommodation.  Use of trolleys by adults if available.  Have designated vehicle management person/team if needed  During Stay  Young People to be well supervised and vehicle areas to be out of bounds |  |
| **Heavy Loads and Items**  Back or other injuries to adults | Adults | Adults only to carry/ move heavy items  Split equipment down to smaller loads where possible  Use a trolley if available  Remind people of how to lift and carry safely |  |
| **Safe Access and Exits** | All Present | Make sure all routes and doors used for evacuation are kept clear at all times – both inside and outside (move cars or other obstructions). Identify suitable assembly point.  Brief all to know what the evacuation plans are and practise when you arrive. Consider if any Personal Evacuation Plans are necessary. |  |
| **Doors**  Access, entrapment | All Present | Warn YP and Adults about trapping fingers in doors & hinges and about closing of doors – particularly younger age groups  Encorage use of slow door closers or covers on hinges  Consider ease of access through heavy doors for YP and avoid them having to open these unaided, for instance during the night.  Consider the use of door alarms to help monitor door entry/exits |  |
| **Trip Hazards, Slips**  Tripping on guy lines and tent pegs, boxes, natural items, equipment  Slipping on wet surfaces | All Present | Instruct and Enforce “No running” rules where appropriate, for instance around building or tents, or on wet surfaces  Keep areas clear of obstructions, sharp items, rabbit holes, rocks, logs etc or remove obstructions.  Mark any obstacles so clearly visible.  Keep away from thistles / stinging nettles / barbed fence wire / ponds  Check surfaces for spillages – especially kitchens and bathrooms – and have a plan and equipment for clearing them up |  |
| **Tables and Furniture**  Collapse, injury | All Present | All furniture to be in good repair and fit for purpose.  Check furniture is properly and safely put up. It must be level and stable.  Check legs are locked and stable.  Use boards on grass and soft surfaces to keep feet steady and level. |  |
| **Sleeping Facilities – Indoor**  Safeguarding  Injury | All Present | Ensure Sleeping Facilities provide appropriate division of adults and young people, consider use of temporary separations, such as pop-up tents.  Discuss sleeping arrangements with Young People and their parents beforehand.  YP with specific needs will need to be considered and appropriate arrangements made for them  Breif and monitor behaviour with bunkbeds, consider if use of top bunks is suitable. Take care of sharp edges (eg. Tables and storage units)  Ensure young people can safely enter and exit their bed/sleeping area without causing or coming to harm.  Fire Doors should not be propped open.  Ensure there is adequate lighting for young people to safely move around at night. Use night lights if necessary.  Adopt a buddy system and ensure YP know how to find an adult during the night.  Spare bedding and clothing readily available. |  |
| **Sleeping Facilities –Outdoor**  Safeguarding  Injury | All Present | Ensure Sleeping Facilities provide appropriate division of adults and young people.  Plan tent lay out carefully to provide clear and easy access to adults in the night.  Discuss sleeping arrangements with Young People and their parents beforehand.  YP with specific needs will need to be considered and appropriate arrangements made for them  Ensure YP can enter and exit tents with relative ease. Tents should be kept as clear and tidy as possible. Additional (glow in the dark) tags to be fixed to zip pulls for easier use.  Pathways to toilets and key areas to be lit with solar lamps.  Spare bedding and clothing readily available.  Adult support to ensure YP are dry and warm and comfortable in their beds at bedtime. |  |
| **Personal Hygeine**  Illness, infections | Young People | YP to be monitored and supported to ensure a reasonable level of hygiene is maintained.  Spare bedding and clothing available  Bedwetting/ sickness clean up kit on hand with appropriate PPE.  Ensure all YP wash their hands after toileting and before handling food or eating. Hand washing area to be regulalrly maintained by leaders.  If ticks are likely([check guidance](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/ticks-advice-on-protection-prevention-and-removalhttps:/www.scoutadventures.org.uk/sites/default/files/2018-05/Axe%20and%20Saw%20-%20Factsheet_0.pdf)):  Teach YP not to pull them off and encourage YP to check themselves daily. Instruct and inform parents to thoroughly check for ticks upon the return home and what to do if they find any. |  |
| **Toilets and Showers**  Safeguarding issues  Waterbourne disease  Water Safety  Entrapment | All Present | Ensure toilet facilities provide appropriate use by dividing adults/YP as much as possible.  Ensure toilets and sinks are easily accessible to YP and at a suitable height, or steps provided.  Ensure toilets can be opened from the outside if YP are accidentally locked in.  Check toilets at regular intervals to check they are flushed and clean.  Appropriate PPE available for adults helping YP  Ensure shower areas are clearly defined and establish rules around supervised use of showers.  Consider necessary adjustments for YP with specific additional needs  Check with site how they adequately manage for Legionella risk. |  |
| **Food**  Food Poising  Lack of nutrition, hunger | All Present | Plan menu to suit facilities available and with consideration of tastes of age group.  Ensure full prior knowledge of allergies and dietary requirements and that these are met.  Ensure YP are supported and monitored at meal and snack times, gently encouraged to eat, given plenty of time to finish.  Alternative choices to be available for YP.  Store food correctly. Handle food correctly.  Maintain good personal hygiene standards, including hand washing.  Check guidance for food safety. |  |
| **Cooking - Inside**  Hot surfaces, hot liquids  Fire, burns | All Present | Ensure kitchen area is safe and hygenic.  Confirm with site management that servicing and compliance of permanent kitchen equipment is up to date.  Keep area clear of obstructions and trip hazards.  YP only to be allowed in kitchen if they are designated to help.  Adult use of kitchen to be established in such a way as to prevent over crowding. Access to some services provided elsewhere/ more conveniently if necessary (eg: hot drink making).  Maintain good ventilation and make use of available extraction.  Ensure fire fighting equipment is in place, team to be familiar with its use and emergency shut off points.  Kitchen first aid kit to be at hand. Event First Aider to be called if first aid required. |  |
| **Cooking - Outside**  Hot surfaces, hot liquids  Fire, burns | All Present | Ensure kitchen area is safe and hygenic.  Keep area clear of obstructions and trip hazards.  Portable cooking equipment should be mounted on sturdy tables.  Fire fighting equipment should be in the kitchen area and the team familiar with its use.  Gas appliances (eg: fridge, boiler) should be on a sturdy level surface, with pilot flame vents kept clear.  Flames to be kept as far away as possible from flammable material (shelter/tent side). Use of cooker guards where possible.  YP only to be allowed in kitchen if they are designated to help.  Adult use of kitchen to be established in such a way as to prevent over crowding. Access to some services provided elsewhere/ more conveniently if necessary (eg: hot drink making).  Kitchen first aid kit to be at hand. Event First Aider to be called if first aid required. |  |
| **LPG gas bottles, Gas hoses and gas/liquid fuel appliances**  Leakage of gas, fire and [Carbon Monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) | All Present | Hoses and regulators checked for good condition and hoses are in date – before camp and by leaders during camp. Hoses secured to kit by hose clips.  Always use gas stoves or lamps in well ventilated areas, outdoors if possible.  LPG cylinders positioned outside tents and doors open during use for good ventilation. Possible use of carbon monoxide monitor.  Fire extinguisher / fire blanket and fire bucket positioned outside tent near to cook area.  Fire Alarm & evacuation Procedure set up for the whole camp.  Check HQ guidance on [Using gas safely](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/)  Gas cooking and lighting equipment to be used in controlled areas. Extreme care with liquid fuel light systems used (eg Hurricane lamps) Battery torches only in sleeping tents. No smoking or cooking in sleeping tents.  No cooking in sleeping tents – what other shelter/shade from wind and weather can be used to discourage this?  Clearly explain the dangers to all users, both young people and adults. |  |
| **Behaviour**  Over excitement, upsets | Young People | Clear expectations to be given to YP and parents before start of camp.  Section code of conduct to be followed.  Event & activities to be well planned and timetabled to allow time for letting off steam as well as calming down at appropriate times.  Leader in charge to monitor behaviour and change activity if necessary.  Leaders and helpers to supervise [free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/).  YP to have clear guidance on where to seek help and support. |  |
| **Appropriate Adults**  Poor/inappropriate camp management and supervision of YP leading to injury, illness, upset, safeguarding concern | All Present | All leaders and helpers to have completed appropriate personal checks and mandatory training.  Event run by a Nights Away Permit holder. Correct permissions for event gained and Risk Assessments logged with DC.  Appropriate child: adult ratios in place at all times. Consideration made of whether extra adult is help needed for the specific event and/or specific child  Ensure all leaders and helpers are aware of level of support needed for younger groups (eg. At meal times).  Adequate rest time and ‘peaceful space’ planned in for leaders. |  |
| **Weather**  Sunstroke, hyperthermia, hypothermia  Injury | All Present | Shade and shelter available outside.  Adults to ensure YP are guided and supported to wear appropriate clothing/protection according to weather conditions.  Drinks available at all times. Leaders to ensure YP maintain fluid levels.  Sun cream/hats, full waterproofs/hats/gloves on kit list.  Spare clothes, hats and bedding available.  Contingency plans in place if weather has an adverse effect on activities. |  |
| **Incidents**  Poor management leading to increased detrimental effects, injuries | All Present | Designated First Aider in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place.  Medication to be stored securely and First Aider to supervise schedule of taking medicines. Emergency medications to be ready to hand (eg epi pens)  Purple Cards issued to all Leaders and Helpers. |  |
| **Lost Young Person**  Injury, upset | Young People | YP to be in planned small groups with a designated lead adult for the whole event .  YP to be closely supervised at all times.  Needy Ned game, or similar activity, to be played at start of event.  Clear boundaries, pathways, camp layout, signage (eg; using lights, colours, picture signs) which YP can understand.  Buddy system in place. |  |
| **What other Hazards arising do you need to consider?**  **Never be afraid to stop an activity if it is becoming unsafe!**  This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  There are [Example risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/)  to use as a starting point  Don‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you can t do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities. | | | |

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