

Risk assessment – Autumn UKC Moot Weekend – Gilwell Park

Name of activity, event, and location	Moot Meet Up Location: Gilwell Park, Gilwell Lane, Chingford, E4 7QW Date: 11th October 2024 1200hrs – 13th October 2024 1300hrs Overnights: 2 nights Group sizes All IST and Participants from UKC attending the Moot in Portugal Approx 300 attendees in total. (circa. 10 are 17yrs. All other attendees are 18+) CMT: 8 Staff/Misc: Approx 6 delivery team and guests Total possible max: 300	Date of risk assessment	Initial assessment: 11/07/24, updated on 24/09/24	Name of person doing this risk assessment James Elliott - On Event CMT With input from [add name]: Matthew Longden. Sean Kelly Beth Fyfe
		Date of next review	*On Event:	

What hazard have you identified? What are the 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?
18+ and u18s Yellow Card (Safeguarding) violations	All attendees	Yellow Card rules apply to this event, and will be enforced by the CMT. 18+ Members who are part of IST (a leadership role) are required to have an in-date Disclosure Check (DBS or Nations equivalent is acceptable) with the Scouts, prior to attending the weekend. Members who have not acquired this in time will be told not to attend the event. 18+ members who are classed as Participants do not need one. U18 members will wear a visibly different colour of wristband to 18+ members.	One CMT member will be made aware of any u18s in the pod(s) they are assigned and will touch base with their pod(s) at the start of the event, explaining Yellow Card rules amongst other things. (This pod is intended to be a safety net for members, so getting to know others in the crew a bit is important) Safeguarding concerns can be raised confidentially to the Incident Team on-event, or to the CL afterwards.

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		<p>Members turning 18 during the event will be treated as 17 for the duration, according to Scouts' rules.</p> <p>18+ members must abide by the Yellow Card and should never put themselves in a position where they are alone with an under-18 member.</p>	
<p>u18s</p> <p>In Loco Parentis responsibility (with parental consent) may not be in place</p>	All attendees		<p>Parental consent will be obtained, for u18s to attend the All Adults weekend and to entrust the CMST with In Loco Parentis responsibility. This consent will be collected for all relevant U18s,</p> <p>U18 Members who have not acquired written parental consent will be told not to attend the event.</p>
<p>18+ and u18s</p> <p>Alcohol misuse</p>	All attendees	<p>Alcohol consumption is not permitted at the event and all attendees have been provided with very clear instructions around the use of alcohol. The Scout Association 'Green Card' policies must be followed at all times</p> <ul style="list-style-type: none"> • The event and site will not be selling any alcohol during the event. • U18s are NOT permitted to consume alcohol • Alcohol cannot be consumed • Attendees ARE NOT allowed to bring alcohol to the event, • Attendees are permitted to leave the site and MUST NOT return whilst if unable to complete with the values of rules due to over consumption of alcohol • The whole site will be dry. <p>Clear instructions have been given to all, and CMT will need to be aware of potential violations.</p>	<p>Violations of this policy will be met with punishment according to severity of the breach, including 'first-strike' warnings, banning from certain activities, ejection from the event, or ejection from the UK Contingent entirely in the case of severe or repeated violations. Anyone found to be under the influence of alcohol will not be permitted to partake in further activities associated with the event whilst in that state.</p> <p>CMT or attendees will escalate any reported violations to the On-Event CMT member. The Incident Team Duty Manager (Silver) at the time can make a decision on what immediate response is required.</p> <p>If serious disciplinary action is required (e.g. removal from future Contingent activities) the escalation point will be the CL.</p>

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Site features – Risk of injuries from: Natural features Plant & equipment	Attendees, CMT (event delivery team), staff, guests	Be aware of maintenance areas, machinery etc. and warn participants. Be clear on arrival if any areas are ‘out of bounds’ to attendees Ensure appropriate footwear is worn at all times. Avoid barefoot unless activity specific. Electrics – visual check there are no bare wires and sockets are not overloaded. Discuss immediately with Scouts’ Facilities Team if problems found.	UKC are not planning to move any large equipment during the weekend. Should the need arise UKC will work with Scout Adventures to enable this to be done safely and the RA will be amended accordingly.
Water & Waste – Infection & vermin	Attendees, CMT (event delivery team), staff, guests	Tap water on site is suitable for drinking. Campsites have taps. What facility is in place for disposing of waste and food in rooms and conference rooms.	
Toilets & showers - Safeguarding issues, Waterborne disease	Attendees, CMT (event delivery team), staff, guests	Ensure toilet facilities provide appropriate use Provide appropriate disposal for feminine hygiene products. Provide free feminine products in main toilets	
Heavy loads and items - Back or other injuries to adults	All present	Split equipment loads down to smaller bits if possible. Remind people how to lift and carry safely.	Where possible, wheeled trolleys or similar will be used to move any large loads.
Attendees arriving by car or other vehicle – risk of vehicle accidents on site	Attendees, CMT (event delivery team), staff, guests	Restrict vehicle access to pedestrian areas as much as possible. Car parking team to be on site (Branchet Hard Standing). Traffic to be coordinated by a Parking Lead and team in high viz/ with torches All to carry kit to accommodation. Make more than one trip if needed.	James has arranged a Traffic Management Team with Gilwell Park site team, with experienced traffic volunteers plus additional CMT volunteers for key arrival and departure times. The team will follow their own risk assessment. Any CMT who assist in and around these areas will wear hi vis vests and will direct cars to onsite car parks as required, including Branchet Field hard standing as well as pedestrians to the reception area.
Camping - Safe Access and exits	Attendees, CMT (event delivery team), staff, guests	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 points with the	All tents will be pitched to allow for easy access routes in case of emergencies. Any dedicated walkways will be kept clear of equipment/debris/rubbish at all times. CMT will patrol this area whilst members are setting up tents, to ensure this is maintained.

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		Scouts Facilities Team. Brief all to know what the evacuation plans are and practice when you arrive.	
<p>Camping</p> <ul style="list-style-type: none"> - Hygiene and general wellbeing 	All attendees	<p>Attendees are advised to bring camping equipment, and permitted to camp on Essex Chase with their designated IST Crew (each crew has an area.</p> <p>All attendees shall bring their own tents and sleeping gear and take responsibility for their sleeping arrangement, unless ad</p> <p>Campsites have suitable drainage, in case of wet weather</p> <p>The Essex Chase Camping Ground is equipped with water points, sinks, toilets and showers for personal hygiene.</p>	<p>A Scouts' Nights Away Notification has been processed for this event.</p> <p>A noise curfew (quiet camping) will be enforced in the campsite after 23:30</p> <p>Any complaints or problems with the campsite will be reported to the Incident Team, who will first attempt to resolve the matter. If they cannot resolve it and it cannot wait, they will contact the duty site manager (Scout Adventures).</p> <p>The event Duty Mobile number will be available (24/7) from midday Friday through to 8pm Sunday, for attendees to ring with concerns or complaints, whilst the event is in operation.</p>
<p>Camping</p> <ul style="list-style-type: none"> - Transporting of personal camping equipment 	All attendees + anyone else on site	<p>Under normal circumstances, vehicles will not be permitted onto campsite fields. If heavy equipment needs to be carried onto a campsite field, onsite hand carts will be available for use.</p> <p>Campsite gates will be kept padlocked when not in use, to prevent unauthorised vehicle access</p>	<p>If a vehicle is permitted onto the fields for the sake of heavy lifting of camping equipment, it may be arranged at the discretion of the traffic team, and supervised whilst moving on site at a maximum of 5mph with hazard lights on and a steward to warn people and ensure the path is clear.</p>
<p>Trip hazards, Slips – Boxes, natural items Tripping on items inside and outside of buildings</p>	Attendees, CMT (event delivery team), staff, guests	<p>Keep communal areas clear of bags, obstructions, sharp items. Remind people of slip hazards Check surfaces for spillages and have a plan and equipment for clearing them up with the Scouts Facilities Team</p> <p>Any communal areas or dedicated walkways will be kept clear of equipment/debris/rubbish at all times. CMT will patrol to ensure this is maintained.</p>	

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		<p>Those camping must be aware of guide ropes outside each tent. Cones must be placed on pegs that are not fully in the ground.</p> <p>This will ensure that the risk of ‘Slips, Trips and Falls’ is kept to a minimum</p>	
Lodge indoor accommodation	CMT (event delivery team), staff	<p>Appropriate sleeping accommodation indoor bedrooms</p> <p>List of who is in what room provided</p> <p>Individual to check own bedroom and any issues report to CMT for the to engage with the Scouts Facilities Team</p>	
Food – Food poisoning/allergies	Attendees, CMT (event delivery team), staff, guests	<p>Food allergies and intolerances have been collected by CMST along with dietary requirements as part of event registration.</p> <p>All food will be provided by pod members. A full list of the informed dietary requirements will be collected as part of sign up in-case of allergic reaction and medical assistance is required.</p>	
Bugs & Dirt – Dirty utensils Hygiene Food poisoning	Attendees, CMT (event delivery team), staff, guests	<p>Ensure good hygiene standards</p> <p>Remind importance of maintaining good food hygiene throughout the residential</p> <p>Ensure warm water and soap in all toilets.</p> <p>Maintain good ventilation.</p> <p>First aid kit in ops hub – call First Aid leader if required.</p>	
Incidents – Risk of prolonged/increased injuries from lack of management	Attendees, CMT (event delivery team), staff, guests	<p>All attendees will be given the Duty Mobile Number for the event, which will be operated by the Incident Team on duty</p> <p>The Duty Incident Management Team are in the shift rota, and will hand over ongoing incidents upon shift change. The team will use radio communication to coordinate</p>	<p>Suitable first aid cover will be in place – a nominated volunteer member will be appointed the event lead first aider on the Incident Team.</p> <p>In the event of a serious health emergency, the incident team will call 999, and will guide emergency services onto site (and to the required location) if necessary in conjunction with Scout Adventures and their emergency event plan.</p>

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		incident response.	<p>Incidents shall be categorised as 'Minor' (low risk/concern), 'Serious' (significant risk/concern) or 'Major' (danger to life, widespread illness, natural disaster, severe political or reputational risk to Scouts)</p> <p>Purple Card procedure will be followed by the Incident Team to ensure that appropriate parties are informed of any incidents of categorised as serious or major by the Incident Team.</p>
Cooking – Burns and scalds	Attendees, CMT (event delivery team), staff, guests	<p>All attendees will be cooking on gas stoves which will be placed away from sleeping areas. Remind everyone to always stand whilst cooking and to ensure there is a safe way to turn off the gas or put out a flame with sand/water. Fire points will be dotted around the campsite.</p> <p>A burns kit will be situated with the duty first aider should any major incidents occur.</p>	
Cooking – gas explosions, burning, serious injury.	Attendees, CMT (event delivery team), staff, guests	<p>All attendees will need to ensure that their stoves are correctly attached to their gas cannisters (via a hose or direct contact) before turning them on. All gas must be turned off when not in use. Scouts are reminded to follow POR in terms of fire safety or cooking on open flames.</p> <p>A burns kit will be situated with the duty first aider should any major incidents occur.</p>	