



Surrey Scouts

Risk Assessments

surrey-scouts.org.uk/events/operation-last-post
#SkillsForLife



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Transport

Name of activity, event, and location	Transportation: Outbound return and between activities Event: Operation Last Post Mode(s): <ul style="list-style-type: none">CarCoach	Date of risk assessment	April 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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?
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.
Hazard: Participant's missing documentation Risk: Participant's unable to travel	All	<ul style="list-style-type: none"> Passport & GHIC/EHIC (if held) are valid for duration of travel Participants to be reminded to bring documentation Photocopy of Passport & GHIC/EHIC (if held) to be held by event leader in case of loss whilst abroad Photocopy of Medical Records to be held by First Aid Coordinator 	
Hazard: Participant's late arrival for coach boarding in UK Risk: Participant's will miss coach	All	<ul style="list-style-type: none"> Attendee to be reminded of meeting place & arrival time 	
Hazard - Participant left behind during trip Risk - behind - injury/death	All	<ul style="list-style-type: none"> Assign participants against modes of transportation Perform head counts on access & egress from transportation Participants contact details are available 	

<p>Hazard: Boarding & alighting from coach</p> <p>Risk: Participant hit by passing vehicle sustaining minor to major injury</p>	All	<ul style="list-style-type: none"> • Safety Briefing includes advising attendees to take due care • Vehicle Leader to supervise access & egress from coach whilst participants board/alight • Participants have access to wear a Hi-Vis • Follow Adult to Young Participant ratios • Adult Participants supervise crossing points and to stand/walk on the roadside of Young Participants. 	
<p>Hazard -Seatbelts</p> <p>Risk - seatbelt not being worn in conjunction with an RTC</p>	All	<ul style="list-style-type: none"> • All Participants must wear a seatbelt • Checks are made to ensure all Participants are wearing a seatbelt 	
<p>Hazard – driver licence status</p> <p>Risk - drivers not licensed and therefore not competent</p>	All	<ul style="list-style-type: none"> • Drivers are insured to drive the vehicle under their control 	
<p>Hazard - Insurance risk</p> <p>Risk - vehicle not appropriately insured</p>	All	<ul style="list-style-type: none"> • Drivers to ensure they have the appropriate level of insurance to drive in U.K, France and Belgium 	
<p>Hazard - tiredness</p> <p>Risk - accident - injury/death</p>	All	<ul style="list-style-type: none"> • Itinerary and programme factors in rest breaks • Drivers to advise if they feel tired so a rest break can be taken 	
<p>Hazard - distraction</p> <p>Risk - accident - injury/death</p>	All	<ul style="list-style-type: none"> • Ensure drivers are aware of the Itinerary and programme in advance • Ensure appropriate breaks are taken 	
<p>Coach breakdown / RTC</p> <p>Risk: Passengers will be delayed & miss connections</p>	All	<ul style="list-style-type: none"> • Perform reasonable visual inspection prior to departure • Drivers to ensure they have the appropriate level of insurance to drive in UK, France and Belgium • Drivers to ensure they have the appropriate level of breakdown cover 	

<p>Hazard: Coach RTC</p> <p>Risk: Possibly minor to fatal injuries to participants and others involved</p>	All	<ul style="list-style-type: none"> • Critical Care Plan in place • Risk assessment in place 	
<p>Hazard: Channel crossing</p> <p>Risk: injured by vehicles</p>	All	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement during crossing • Participants asked to listen and follow the Safety instructions 	
<p>Hazard: Channel crossing</p> <p>Risk: Fall overboard, drowning</p>		<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement during crossing • Participants asked to listen and follow the Safety instructions 	
<p>Hazard - Uneven ground – danger</p> <p>Risk - twisted ankle, broken bones, cuts</p>	All	<ul style="list-style-type: none"> • Adult Participants to supervise Young Participants • Suitable footwear and clothing to be worn • First aid carried by Adult Participant 	
<p>Hazard: Young Participants become separated from their unit</p> <p>Risk: Injury, death</p>	Young People	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement during the crossing • Supervising Adult Participants to perform regular head counts • Participants agree on what to do if separated from their unit. 	
<p>Hazard: Channel crossing</p> <p>Risk: Evacuation, drowning</p>	All	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement during crossing • Participants asked to listen and follow the Safety instructions in the event of an emergency evacuation 	
<p>Hazard: Travel Sickness on coach</p> <p>Risk: Attendee unwell - may need repatriation</p>	All	<ul style="list-style-type: none"> • Vomit bags / bucket / wipes / Body Fluid Kit to be available on coach. • First Aiders per coach to assist where required 	

Activity

Museum Visits

Name of activity, event, and location	Activity: Museum Visits Event: Operation Last Post Location(s): <ul style="list-style-type: none"> Memorial Museum Passchendaele 1917, Berten Pilstraat 5A, 8980 Zonnebeke, Belgium In Flanders Fields Museum, Grote Markt 34 8900 Ieper, Belgium The CWGC Experience Visitor Centre, 7 Rue Angèle Richard, 62217 Beaurains, France 	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard: Uneven surfaces in within the grounds Risk: Slip, trip or falling incurring cuts, bruises, or broken bones	All	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the museum and monitor conditions for trip/slip hazards. Adult Participants are First Aid trained, carry a First Aid Kit and aware of how to contact OLP First Aid Coordinator for assistance as required. Safety Briefing to advise attendees to take due care. 	
Hazard: Uneven floors or stairs within the museum Risk: Slip, trip or falling	All	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the museum and monitor conditions for trip/slip hazards. 	

incurring cuts, bruises, or broken bones		<ul style="list-style-type: none"> • Adult Participants are First Aid trained, carry a First Aid Kit and aware of how to contact OLP First Aid Coordinator for assistance as required. • Participants to be briefed on the house rules and behaviour expectations before entering about the Museum, what to do in the event of an emergency and how to evacuate the museum safely. • Utilise available Lifts available to bypass some staircases as required. 	
<p>Hazard: Restricted heights in areas of reproduced or historic monuments / dugouts</p> <p>Risk: Slip, trip or falling incurring cuts, bruises, or broken bones</p>		<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum and monitor conditions for trip/slip hazards. • Adult Participants are First Aid trained, carry a First Aid Kit and aware of how to contact OLP First Aid Coordinator for assistance as required. • Safety Briefing to advise attendees to take due care. 	
<p>Hazard: Trapped fingers/hands in doors</p> <p>Risk: cuts, bruises, or broken bones</p>	All	<ul style="list-style-type: none"> • Adult Participants accompanying the Young Participants to supervise movement around the museum. • Adult Participants are First Aid trained, carry a First Aid Kit and aware of how to contact OLP First Aid Coordinator for assistance as required 	
<p>Hazard: Interactive museum exhibits</p> <p>Risk: Exhibits may have sharp edges or Participants may mishandle causing injury</p>	All	<ul style="list-style-type: none"> • Adult Participants accompanying the Young Participants to supervise Young Participants to ensure that the interactive museum exhibits are handled in turn in line with any safety instructions appropriately and safely. 	
<p>Hazard: Unacceptable behaviour results in pushing / shoving</p> <p>Risk: Minor injury</p>	All	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum. • Participants to be briefed on the house rules and behaviour expectations before entering about the Museum. 	
<p>Hazard: Young Participants become separated from their unit</p> <p>Risk: Injury, death</p>	Young People	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum. • Supervising Adult Participants to perform head count on entry, exit and regularly during the visit. 	

		<ul style="list-style-type: none"> Lost Participants procedure in place and Participants briefed on what to do if separated from their unit. 	
<p>Hazard: unsupervised young participants</p> <p>Risk: inappropriate conduct from adults</p>	Young People	<ul style="list-style-type: none"> All Adult participants to have passed DBS check before taking part in Operation Last Post. Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the museum. Young Participants to be briefed this is a public space and not to enter enclosed space alone with an adult and briefed on Stranger Danger 	
<p>Hazard: Fire</p> <p>Risks: Smoke Inhalation, Burns, Entrapment, Death</p>	All	<ul style="list-style-type: none"> Unit Leader to register with the Operation Last Post Leader at the Museum reception before entering to confirm number of Young and Adult Participants. Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the museum and to note Emergency exists. Participants are briefed what to do in the event of an emergency, how to evacuate the museum safely and where the assembly point is. 	
<p>Hazard – Water such as rivers, streams, ponds or lakes</p> <p>Risk – drowning (death), infections such as Leptospirosis and hypothermia</p>	All	<ul style="list-style-type: none"> Young Participants to be supervised by Adult Participants and ensure they are aware of water risks Adult Participants to be extra vigilant when exploring grounds near water Young Participants to be reminded to stay on paths 	

Hikes

Name of activity, event, and location	Activity: Hike Event: Operation Last Post Location: Between CWGC Tyne Cot Cemetery, Vijfwegestraat, 8980 Passendale and Memorial Museum Passchendaele 1917, Berten Pilstraat 5A, 8980 Zonnebeke, Belgium	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard: Unacceptable behaviour results in pushing / shoving Risk: Minor injury	All	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Safety briefing given at the start of hike 	
Hazard - Uneven ground – danger Risk - twisted ankle, broken bones, cuts	All	<ul style="list-style-type: none"> Core Team assess the planned hike route in advance in person Safety briefing before departure of the possible hazards, such as traversing paths, crossing roads Adult Participants to supervise Young Participants Suitable footwear and clothing to be worn First aid carried by Adult Participant 	
Hazard: unsupervised young participants Risk: inappropriate conduct from adults	Young People	<ul style="list-style-type: none"> All Adult participants to have passed DBS check before taking part in Operation Last Post. Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the museum. Young Participants to be briefed this is a public space and not to enter enclosed space alone with an adult and briefed on Stranger Danger 	

<p>Hazard: Young Participants become separated from their unit</p> <p>Risk: Injury, death</p>	Young People	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult participant to supervise Young Participants and conduct regular head counts • Adult Participants to have whistle and advise young people that when 3 long blasts are blown all are to return to person blowing whistle. 	
<p>Hazard – RTC (vehicle)</p> <p>Risk – collision risk of personal injury or death</p>	All	<ul style="list-style-type: none"> • Core Team assess the planned hike route in advance in person to plan route minimising the crossing of roads or need to walk along roads. • Participants to be extra vigilant when hike path is near roads • Use designated pavements, footpaths or walk on road single file on left (facing oncoming traffic) • Any crossing of roads to be assisted and supervised by Adult Participants on the hike using designated crossing points where possible. 	
<p>Hazard – RTC (cyclist)</p> <p>Risk – collision risk of personal injury or death</p>		<ul style="list-style-type: none"> • Participants to be extra vigilant whilst hiking, checking ahead and behind for any cyclists • Participants to keep to one side of the pavements / footpaths 	
<p>Hazard – exhaustion/tiredness</p> <p>Risk – bad temper, lack of participation, discontent, personal injury</p>	All	<ul style="list-style-type: none"> • Core Team assess the planned hike route in advance in person to check for risks including incline level of terrain, steps to climb and total distance to ensure will not be too demanding on scouts. • Parents to advise and leaders to check young people participating are fit and well enough to endure the hike • Anyone not well enough is not to take part • Adult Participants to monitor Young Participants to spot signs of over-exertion, ensure adequate food and water intake and regular rest breaks • Adult Participants to monitor Young Participants 	
<p>Hazard - heat</p> <p>Risk - Dehydration/ heat stroke/heat exhaustion due to high temperatures /</p>	All	<ul style="list-style-type: none"> • Participants instructed to bring a drink and to wear appropriate clothing e.g. sunhats • Participants encouraged to apply sunscreen if hot weather. Hike to be cancelled if very hot weather is forecast • Adult Participants to monitor Young Participants to ensure adequate 	

exertion/exercise.		food and water intake	
Hazard – Falling Trees Risk – personal injury	All	<ul style="list-style-type: none"> Core Team assess the planned hike route in advance in person to check for risks including wooded areas. In the event of high winds, event to be cancelled, or route changed to avoid wooded areas. 	
Hazard – Flora and Fauna including ticks Risk – Stings, bites, physical injury such as poisoning and anaphylaxis or infection such as Lyme disease	All	<ul style="list-style-type: none"> Core Team assess the planned hike route in advance in person to check for risks including identifying any potentially hazardous flora, insect nests, and low branches that may cause harm. Safety brief to young members not to touch any harmful plants such as nettles, fungus or berries and not to eat anything foraged from woodland or climbing trees including topped trees Hand sanitiser to be brought on hike and used by anyone that comes into contact with potentially hazardous flora Adult Participant supervision throughout the hike Any participants with allergies to carry epi-pen Participants pack their own Insect repellent/cream 	
Hazard – Water such as rivers, streams, ponds or lakes Risk – drowning (death), infections such as Leptospirosis and hypothermia	All	<ul style="list-style-type: none"> Young Participants to be supervised by Adult Participants and ensure they are aware of water risks Adult Participants to be extra vigilant when exploring grounds near water Young Participants to be reminded to stay on paths 	

Cemetery visits

Name of activity, event, and location	Activity: Cemetery Visit Event: Operation Last Post Location: <ul style="list-style-type: none"> CWGC Tyne Cot & Visitor Centre, Vijfwegestraat, 8980 Zonnebeke, Belgium CWGC Ferme-Olivier Cemetery, 8906 Ypres, Belgium CWGC Essex Farm, Diksmuidseweg, 8900 Ieper, Belgium 	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard - Falling branches/Trees Risk - Death or major injury	All	<ul style="list-style-type: none"> Core Team assess the location in advance and cancel in extreme/ potentially dangerous conditions or hazards 	
Hazard - Low branches/bramble/scrub etc. along footpaths Risk - Minor Injury	All	<ul style="list-style-type: none"> Safety briefing given at the start of activity to instruct participants keep to main paths Participants to wear appropriate clothing 	
Hazard - Unstable headstones, railings, grave monuments and surrounds Risk - Fall, minor or major injury	All	<ul style="list-style-type: none"> Safety briefing given at the start of activity, to notify participants to not lean on headstones, railings or grave monuments 	

<p>Hazard - Uneven ground – danger</p> <p>Risk - twisted ankle, broken bones, cuts</p>	All	<ul style="list-style-type: none"> • Safety briefing given at the start of activity, noting to participants there will be uneven ground • Adult Participants accompanying the Young Participants to supervise movement around the Cemetery and monitor for hazards • Participants to wear suitable footwear and clothing 	
<p>Hazard - Restricted heights in areas of reproduced or historic monuments / dugouts</p> <p>Risk - Slip, trip or falling incurring cuts, bruises, or broken bones</p>	All	<ul style="list-style-type: none"> • Safety Briefing to advise attendees to take due care around historic dugouts • Adult Participants accompanying the Young Participants to supervise movement around the Cemetery and monitor for hazards 	
<p>Hazard - Vehicles Accessing cemetery for maintenance</p> <p>Risk - Traffic accident</p>	All	<ul style="list-style-type: none"> • Participants to stay clear from maintenance work 	
<p>Hazard - Contact with micro- organisms</p> <p>Risk - Minor/ major illness, death</p>	All	<ul style="list-style-type: none"> • Safety briefing given at the start of activity, noting to participants, the importance of not putting hands near mouths • Hand cleaning takes place before eating and drinking 	
<p>Hazard - Extreme weather conditions</p> <p>Risk - Sunstroke/ sunburn/ dehydration</p>	All	<ul style="list-style-type: none"> • Core Team assess the location in advance and cancel / modify / shorten activity as necessary • Participants to carry suitable fluids and breaks • Participants to avoid prolonged exposure to sun 	
<p>Hazard: Young Participants become separated from their unit</p> <p>Risk: Injury, death</p>	Young Participants	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult participant to supervise Young Participants and conduct regular head counts • Adult Participants to have whistle and advise young people that when 3 long blasts are blown all are to return to person blowing whistle. 	

City centres

Name of activity, event, and location	Activity: Museum Visit Event: Operation Last Post Location: <ul style="list-style-type: none"> Ypres Bruges 	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard - Extreme weather conditions Risk - Sunstroke/ sunburn/ dehydration	All	<ul style="list-style-type: none"> Core Team assess the location in advance and cancel / modify / shorten activity as necessary . I extreme/ potentially dangerous conditions or hazards Participants to carry suitable fluids and breaks Participants to avoid prolonged exposure to sun 	
Hazard – walking in Bruges on foot Risk – Injury, death.		<ul style="list-style-type: none"> Participants to be extra vigilant when hike path is near roads Use designated pavements, footpaths or walk on road single file on left (facing oncoming traffic) Any crossing of roads to be assisted and supervised by Adult Participants on the hike using designated crossing points where possible. 	
Hazard: Uneven surfaces Risk: Slip, trip or falling incurring cuts, bruises, or broken bones	All	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement monitor conditions for trip/slip hazards. Adult Participants are First Aid trained, carry a First Aid Kit and aware of how to contact OLP First Aid Team for assistance as required Avoid fast roads where possible Supervision on pavements, roads an Safety Briefing to advise attendees to take due care. 	

<p>Hazard – Traffic</p> <p>Risk – death or major injury</p>		<ul style="list-style-type: none"> • Verbal warning of risk • Supervise road/car park crossings by groups • Maintain clear sight lines at all road crossings • Use pedestrian crossings wherever possible • Leader at front plus back marker at all times • Walk in single file if narrow paths • High visibility vests to be worn by group members & staff 	
<p>Hazard: unsupervised young participants</p> <p>Risk: inappropriate conduct from adults</p>	Young People	<ul style="list-style-type: none"> • All Adult participants to have passed DBS check before taking part in Operation Last Post. • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum. • Young Participants to be briefed this is a public space and not to enter enclosed space alone with an adult and briefed on Stranger Danger 	
<p>Hazard: Young Participants become separated from their unit</p> <p>Risk: Injury, death</p>	Young People	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum. • Supervising Adult Participants to perform head count on entry, exit and regularly during the visit. • Participants agree on what to do if separated from their unit. 	
<p>Hazard: Unacceptable behaviour results in pushing / shoving</p> <p>Risk: Minor injury</p>	All	<ul style="list-style-type: none"> • Adult Participant to Young Participant ratios followed • Adult Participants accompanying the Young Participants to supervise movement around the museum. 	
<p>Hazard – Water such as rivers, streams, ponds or lakes</p> <p>Risk – drowning (death), infections such as Leptospirosis and hypothermia</p>	All	<ul style="list-style-type: none"> • Young Participants to be supervised by Adult Participants and ensure they are aware of water risks • Adult Participants to be extra vigilant when exploring grounds near water • Young Participants to be reminded to stay on paths • Participants are reminded not to climb or sit on walls 	

Accommodation

Merkenveld site

Name of activity, event, and location	Activity: Overnight accommodation Event: Operation Last Post Location: <ul style="list-style-type: none"> Indoor Accommodation Outdoor Accommodation 	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard - Carrying equipment to campsite from vehicle Risk - straining muscles	All	<ul style="list-style-type: none"> Use trolleys on site where possible Heavy objects to be split into more manageable loads and moved with assistance 	
Hazard – pitching tents Risk - tent collapsing	All	<ul style="list-style-type: none"> No running to be allowed around tents Pitch tent on suitable level ground where possible Adult Participant to check tent suitable pitched Guy ropes to be tensioned and checked daily 	
Hazard - Tentage, guy lines, trip hazards, Items stored at low level Risk - Tripping on guy lines and tent pegs, boxes, natural items	All	<ul style="list-style-type: none"> No running to be allowed around tents 	

Hazard Mallets striking Tent pegs Risk - Slippage of mallet Struck by mallet	All	<ul style="list-style-type: none"> Adults Participants to supervise Young Participants pitching / striking tents Adults Participants to check mallets are in good condition Adults Participants to ensure Young Participants are standing safely away 	
Hazard - Sleeping facilities Risk - Safeguarding issues	All	<ul style="list-style-type: none"> Ensure sleeping facilities provide appropriate division between Adult Participants and Young Participants 	
Hazard - infection	All	<ul style="list-style-type: none"> Adult Participants ensure all Young Participants regularly wash their hands in particular after visiting the toilet and eating 	
Hazard – animals Risk injury by roaming animal	All	<ul style="list-style-type: none"> Scouts reminded not to approach stray animals or to enter fields with animals in 	
Hazard - Adverse weather Risk - hypothermia or Sunstroke	All	<ul style="list-style-type: none"> Use covered meeting area, or Fouflage in the event of adverse weather as required Participants to pack / wear appropriate clothing 	
Hazard - dehydration Risk - dehydration	All	<ul style="list-style-type: none"> Evening briefing to cover suitable drinking water taps Campsite maps show suitable drinking water taps Participants to ensure their water bottle is full and encouraged to stay hydrated 	
Hazard - injuries requiring medical attention Risk Injury	All	<ul style="list-style-type: none"> First aid Coordinator available to assist Adult Participants Adult Participant to carry First Aid kit 	
Hazard – fallen tree trunks, tree climbing Risk - twisted ankle, broken bones, cuts	All	<ul style="list-style-type: none"> Evening briefing to cover the possible hazards, such as falling/slipping off tree trunks or climbing trees Adult Participants to supervise Young Participants Suitable footwear and clothing to be worn First aid carried by Adult Participant 	
Hazard: Young Participants become separated from their unit Risk: Injury, death	Young People	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement around the campsite Supervising Adult Participants to perform head count on at lights out Young Participants to notify the relevant Adult Participant if they leave the camping area to use the toilets etc. 	

Hazard - Night time Risk: Injury,	All	<ul style="list-style-type: none"> Evening briefing to families participants with the site layout, including camping ground, toilets, Farage and water points. Campsite paths have some lighting, but Participants should use a Torch as required after dark 	
Hazard - Toilets & showers Risk - Safeguarding issues	All	<ul style="list-style-type: none"> Campsite has individual (shared unisex) toilets for the campground Showers will have a rota for Male/Female/Young/Adult Participants 	
Hazard - Waste Risk - Infection & vermin	All	<ul style="list-style-type: none"> Evening briefing to cover the system in place for the disposing of waste 	
Hazard - Bugs & Dirt Risk - Hygiene	All	<ul style="list-style-type: none"> Adult Participants ensure Young Participants have good hygiene standards and brief Young Participants on the importance of maintaining throughout camp. Wash hands after going to the toilets and all field activities and before eating. 	
Hazard – Water such as rivers, streams, ponds or lakes Risk – drowning (death), infections such as Leptospirosis and hypothermia	All	<ul style="list-style-type: none"> Young Participants to be supervised by Adult Participants and ensure they are aware of water risks Adult Participants to be extra vigilant when exploring grounds near water Young Participants to be reminded to stay on paths Evening briefing to inform Participants, that Merkenveld pond and ravine are strictly out of bounds 	
Hazard - Vehicles & people Risk - collision & injury	All present	<ul style="list-style-type: none"> Vehicle access main site is limited There is a speed limit between the coach drop off and the main site 	
Hazard – Cooking equipment Risk – Burns, scalds fire	All	<ul style="list-style-type: none"> Only catering support team authorised to use kitchen equipment Service and Core Team to get briefed by campsite personnel on use Adequate firefighting equipment on site All first aid kits to have burns treatment packs 	
Hazard – Undercooked food Risk – Food poisoning, illness	All	<ul style="list-style-type: none"> Food to be probed prior to serving, all hot food MUST be over 75°C Hot food only held for 2 hours max with a temp above 63°C 	
Hazard – Food storage Risk – Food poisoning, illness	All	<ul style="list-style-type: none"> Cooked & raw foods separated Hot hold food held for max 2 hours above 63°C Cold food must not be out of chiller no more than 2 hours 	

Campfire briefing

Name of activity, event, and location	Activity: Evening briefing Event: Operation Last Post Location: <ul style="list-style-type: none"> Campfire circle, Merkenveld 	Date of risk assessment	May 2022	Name of who undertook this risk assessment	Andrew Dolan
		Date of next review	August 2022		

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.
Hazard - Building the Fire Risk - Trapping, crushing, slips, trips, falls, sprains, strains and other musculoskeletal injuries.	All	<ul style="list-style-type: none"> Building of the fire to be supervised by a competent person at all times Those involved in building the fire to be briefed on handling techniques. Size of fire to be controlled, bonfires not to be built. 	
Hazard - Adding Fuel to the Fire Risk - Burns, smoke inhalation, eye injuries from sparks, falls into fire.	All	<ul style="list-style-type: none"> Only nominated adult leaders allowed to add fuel to the fire. All involved with adding fuel to be briefed on associated dangers. Fuel not to be stored in immediate vicinity of the fire. 	
Hazard - Material falling from the fire Risk - Burns, smoke inhalation, eye injuries from sparks, damage to the environment e.g. grass fires etc.	All	<ul style="list-style-type: none"> Height of fire to be controlled. Core Team to be vigilant and alert to danger. Fire buckets to be positioned in area of fire. 	
Hazard – fire Risk - Burns, smoke	All	<ul style="list-style-type: none"> Participants to be briefed on dangers associated with campfires. Campfire area to be checked by Core Team in advance Water buckets to be positioned at suitable points. 	

inhalation, eye injuries, damage to property and the environment Slips, trips, falls, sprains, cuts, bruises, grazes, scratches fractured / broken bones, eye injuries.		<ul style="list-style-type: none"> First Aider to be in attendance throughout. 	
Hazard – Weather; heavy rain, high winds Risk: Injury, death	All	<ul style="list-style-type: none"> Core Team assess the location in advance and Briefing to be moved to alternative location 	
Hazard - Arrival / Seating / Departure Risk: Minor injury	All	<ul style="list-style-type: none"> Participants to be greeted and directed to seating areas Participants to be advised of exit routes 	
Hazard: Unacceptable behaviour results in pushing / shoving Risk: Minor injury	All	<ul style="list-style-type: none"> Adult Participant to Young Participant ratios followed Adult Participants accompanying the Young Participants to supervise movement 	