

1st North Springfield Scout Troop
Summer Camp 2003 - Downe, Kent (26/7/03 to 2/8/03)
Risk Assessment

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
Transport			
Vehicle collision	<ul style="list-style-type: none"> • Vehicle passengers • Other road users / pedestrians 	<ul style="list-style-type: none"> • All Leaders driving hold a license to drive community vehicles. • All Leaders intending to drive during the camp will be given time with the vehicles prior to departure to familiarise themselves. • All vehicles are fitted with seat belts 	No further revision considered necessary at this time.
Driver injury during camp	<ul style="list-style-type: none"> • Vehicle passengers 	<ul style="list-style-type: none"> • For the two minibuses plus 1 car, there are four assigned drivers to ensure the programme can be operated in the absence of any single driver. 	No further revision considered necessary at this time.
Breakdown - inability to undertake programme	<ul style="list-style-type: none"> • Entire group 	<ul style="list-style-type: none"> • Vehicles are maintained by Chelmsford Community Transport. • Vehicles provided with full AA breakdown cover. • There are many on-site activities which could be undertaken should transport not be available. • Standby return home route available by train from Orpinton or Bromley to London and then to Chelmsford. 	No further revision considered necessary at this time.
Programme			
Archery / shooting	<ul style="list-style-type: none"> • Group participating at time of incident 	<ul style="list-style-type: none"> • Activities to be under the control and direction of appropriately trained and authorised staff / leaders. • Participants will be instructed on the correct use of the gun / bow. • Participants will be informed of the procedure for the collection of arrows and targets. 	Parental permission, explicitly stating activities, to be gained prior to the camp.

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
		<ul style="list-style-type: none"> Scouts waiting to participate in the activity will be separately controlled by additional Leaders at a ratio of no less than 1:10. Activities will be integrated to offer ad-hoc site activities and games to prevent the entire Troop attempting to undertake the activity all at once, and 'overwhelming' staff. 	
Swimming	<ul style="list-style-type: none"> Individual 	<ul style="list-style-type: none"> Swimming will be undertaken in the outdoor pool on site, under the control of supervising lifeguards provided by the site on a ratio of 1:25. At least other 1 leader will also be available at all times. 	Parental permission, explicitly stating activities, to be gained prior to the camp.
Venture course	<ul style="list-style-type: none"> Entire Group 	<ul style="list-style-type: none"> This activity is to be monitored by Leaders in a ratio not less than 1:10. Suitability and safe condition of activities to be checked prior to use, checking for potential slippery surfaces etc. 	No further revision considered necessary at this time.
Chistlehurst Caves	<ul style="list-style-type: none"> Entire Group 	<ul style="list-style-type: none"> Any equipment required such as helmets and torches will be provided. 	Check with participants that they are comfortable in dark and confined spaces
Chatham Dockyards, Scouts become lost	<ul style="list-style-type: none"> Entire Group 	<ul style="list-style-type: none"> All scouts to be in groups of no less than 3. Meeting point arranged for lunchtime, in order to re-confirm party are accounted for. Identity cards issued containing contact phone / pager number. 	No further revision considered necessary at this time.
Hike	<ul style="list-style-type: none"> Entire Group 	<ul style="list-style-type: none"> Patrols will carry agreed route card and Identity cards issued containing contact phone / pager number. Each group will demonstrate an understanding of the 	Parental permission, explicitly stating activities, to be gained prior to the

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
		<p>route from the route card prior to departure.</p> <ul style="list-style-type: none"> • Safety talk provided to all scouts prior to event. • Patrols will wear / carry appropriate clothing / equipment depending on the prevailing terrain and weather conditions. • Participants will wear fluorescent jackets throughout the hike, to aid visibility. 	camp.
Water sports day	<ul style="list-style-type: none"> • Entire Group 	<ul style="list-style-type: none"> • This activity is being provided by Medway outdoor education. The centre is approved by the BCU and holds a license to operate via the adventurous activities licensing authority. Reliance is placed upon their professional standards. • Only qualified instructors will be used for the provision of this activity. • All participants will wear buoyancy aids whilst on or near the water. • The centre will be informed of participants not confident on water / non-swimmers. • The centre will be informed of any medical conditions which may be pertinent, e.g. asthma, epilepsy, hearing problems • A recovery boat and qualified first aiders will be staffed during all water activities. <p>See Medway outdoor education risk assessment.</p>	Parental permission, explicitly stating activities, to be gained prior to the camp.
Tiredness or wet weather increase activity risk	<ul style="list-style-type: none"> • Entire group 	<ul style="list-style-type: none"> • The following additional activities are potentially available if current programme is considered unsuitable: <ul style="list-style-type: none"> - Leeds Castle 	No further revision considered necessary at this time.

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		<ul style="list-style-type: none"> - Grass sledging – on site - Ariel runway – on site - Pony trekking – (perents permission gained prior to event. - Eagle Heights – indoor bird of prey centre - Downe House - leisure centres in Oxted and Bromley - ten pin bowling – orpington <p>Should these activities be undertaken, a separate risk assessment will be completed.</p>	
Climbing / abseiling / crate climbing	<ul style="list-style-type: none"> • Individual • Group participating at time of incident 	<ul style="list-style-type: none"> • Activities to be under the control and direction of appropriately trained and authorised staff / leaders • Participants will be attached to a safety line whenever there is a danger of falling from a height of more than 6 feet. • Participants will wear a helmet whenever they within the designated area surrounding the climbing tower • Scouts waiting to participate in the activity will be separately controlled by additional Leaders at a ratio of no less that 1:10 and will wait outside of the designated area. • All equipment being used to be checked for excessive wear and damage prior to each session • Participants will be advised of rules such as clothing to wear, loose hair etc 	No further revision considered necessary at this time.

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
Cooking			
Injury due to miss-use of utensils or cooking equipment	<ul style="list-style-type: none"> Individual Patrol 	<ul style="list-style-type: none"> Use of stoves and safety talks undertaken prior to <u>and</u> at the commencement of camp. During meal preparation, one Leader specifically assigned to monitor Patrol cooking in progress. 	No further revision considered necessary at this time.
Fire or explosion due to gaz leak	<ul style="list-style-type: none"> Individual Patrol 	<ul style="list-style-type: none"> Gaz maintained in the 'off' position at bottles when not in use. Specific order of actions for lighting of stoves provided during safety talk. Specific Leaders assigned responsibility to confirm that all gaz on site is at the 'off' position prior to bed. 	No further revision considered necessary at this time.
Food Hygiene	<ul style="list-style-type: none"> Individual Group 	<ul style="list-style-type: none"> The importance of personal and kitchen hygiene is emphasised during the safety talk and throughout the week. 	Provide patrols with adequate hand washing facilities
Fires / axes / Knives			
Injury from fire (e.g. burn)	<ul style="list-style-type: none"> Individual 	<ul style="list-style-type: none"> All fire areas are cordoned off, and are clear of any potential trip hazards identified throughout the week. All fire areas are positioned away from natural games areas to segregate them as far as possible. fire buckets are provided close to each fire. Daily, a designated leader will confirm they remain full of water. Group are provided with details of how to deal with burn injuries 	No further revision considered necessary at this time.
Axe injury	<ul style="list-style-type: none"> Individual 	<ul style="list-style-type: none"> Chopping areas are segregated, with only one person allowed in at any one time. Chopping areas are positioned aware from overhanging 	No further revision considered necessary at this time.

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		<p>trees or naturally occurring trip hazards.</p> <ul style="list-style-type: none"> • Only those wearing boots are able to use a hand axe (from the standing position) or a felling axe. • All use of axes in the chopping area is under Leader supervision unless specifically authorised otherwise. 	
Knife injury	<ul style="list-style-type: none"> • Individual 	<ul style="list-style-type: none"> • Participants are allowed to use small penknives for designated activities • Participants are informed of the procedures for storing and carrying penknives. 	No further revision considered necessary at this time.
Injury from wood	<ul style="list-style-type: none"> • Individual 	<ul style="list-style-type: none"> • The dangers of handling wood (e.g. splinters) and the danger of wood piles (e.g. nails) to be provided during safety talk 	No further revision considered necessary at this time.
Explosion	<ul style="list-style-type: none"> • Group 	<ul style="list-style-type: none"> • The dangers of putting aerosols and gaz canisters on the fire are provided during the safety talk 	No further revision considered necessary at this time.
Camp site area			
	<ul style="list-style-type: none"> • Individual 	<ul style="list-style-type: none"> • The dangers of playing games and running near tents are provided during the safety talk. • The correct procedure for lifting and carrying equipment is provided to reduce the risk of personal injury (e.g. back) • The safe use of camping lanterns is provided during the safety talk (e.g. not in tents) 	No further revision considered necessary at this time.

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
Medical and emergency procedures			
Sun / heat exhaustion	<ul style="list-style-type: none"> Individual 	<ul style="list-style-type: none"> Group are reminded of the need to wear suitable clothing and sun protection Group are reminded of the need to drink plenty of fluids especially when undertaking strenuous activities. 	Provide a plentiful supply of drinks especially when away from the site.
Cold / Hypothermia	<ul style="list-style-type: none"> Individual 	<ul style="list-style-type: none"> Group are reminded of the need to wear adequate clothing, especially when they are cold or tired. Groups are provided with a hot drink during cold periods especially before going to bed. There will be a supply of spare sleeping bags / blankets for anyone who requires them. 	provide hot drinks as and when required, such as on water sports day
Parents wish to contact Scout/Leaders	Individual	<ul style="list-style-type: none"> Site contact details provided to parents prior to camp. Home contact details provided to parents prior to camp. The following numbers will be provided to parent and home contact prior to camp: <ul style="list-style-type: none"> Site telephone number (24/7); Mobile telephone number (not 24/7) Leader pager number (24/7) recommended point of contact. 	No further revision considered necessary at this time.
Incident requiring first aid	Entire group	<ul style="list-style-type: none"> Personal first aid kits form part of kit list. Two Leaders have full first aid certificates. Full first aid kit retained on site and within each minibus. Hospital located at Bromley Warden on site 24/7. 	No further revision considered necessary at this time.

Hazard	Who might be harmed?	Is the risk adequately controlled or is more needed?	Review and revision
		<ul style="list-style-type: none"> • Mobile telephones have strong signals from the site. 	
Hospitalisation	Individual	<ul style="list-style-type: none"> • Documented plans provided to home contact contain agreed actions plans and names and details of all participants. • Sufficient Leaders on site to both attend hospital and run programme. • Mobile telephones have strong signals from the site. 	No further revision considered necessary at this time.
Emergency incident management	Entire group	<ul style="list-style-type: none"> • The camp will contain a minimum of 5 Leaders at any time, with other Leaders visiting throughout the week giving a peak of 7. • <u>Documented</u> recovery plan for Leaders key emergency responsibilities including: <ul style="list-style-type: none"> • Emergency sleeping arrangements; • Emergency food provision; • Salvage and Recovery of equipment; • Management and return to Chelmsford; and • Management of information with Home contact. • A home contact is appointed for this event. 	No further revision considered necessary at this time.

Activity: SAILING-CANOEING-PROBLEM SOLVING-RAFT BUILDING-POWER BOATING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
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Uneven ground in compound area.	Students Staff	Falling, tripping, slipping Sprains Breaks Cuts	Briefing by staff upon arrival of group	Senior Instructor at start of session See operating instructions
Weather will affect severity of hazard	As above	As above plus drowning -	As above	As above
Jetties, pontoons and slipways	As above	Legs, feet trapped between jetties		See operating instructions
Hypothermia	Students	Distress - to loss of life	Adequate clothing Waterproofs issued to counteract wind chill	Senior Instructor or delegated member of staff
Sun/heat stroke	Students	Burning to skin, dehydration	Alert all students to the potential hazard and to use adequate skin protection/hats and drinks	Senior instructor or delegated member of staff See operating instructions

ACTIVITY: SAILING-CANOEING-PROBLEM SOLVING-RAFT BUILDING-POWER BOATING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Water	Students Staff	Loss of Life Viral/bacterial infection	Water quality to be tested at regular intervals relating to EC bathing quality.	Environment protection department At intervals to be agreed
Water	As above	Dangers relating to blue green algae, other .. weils disease. Drowning	Warning sign - Train staff to recognise algae Buoyancy aids/life jackets fitted. Ensure the correct fitting - to be worn by all on jetties/pontoons and whilst afloat. In the event of a capsized, ensure students are aware to stay with craft. *The need to do head count and dependant on the ability and weather conditions students to be pulled out of the water.(equipment to be last consideration)	Senior Instructor to bring to groups attention. See operating instructions Centre staff to ensure correct fitting of buoyancy aid/life jacket and explain the difference

ACTIVITY SAILING-CANOENING-PROBLEM SOLVING-RAFT BUILDING-POWER BOATING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
<p>Lifting equipment</p> <p>For example Toppers Canoes Kayaks Engines Barrels Planks</p> <p>Launching and recovery of equipment</p>	<p>Students Staff</p>	<p>Back injury</p>	<p>Use 2 or more people when lifting.</p> <p>Brief on method of lift</p>	<p>Senior Instructor as and when required to brief.</p> <p>Staff to undergo training in manual handling.</p>

Activity

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Entering and leaving boats	Students	Limb injury Falling into the water	Briefing and entry and exiting of boats at jetties and on moorings	Instructional staff

ACTIVITY: SAILING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Boom on dinghies	Students	Head injury	Demonstrate Communication to crew	Senior Instructor via instructional staff Head injury letter to be issued to student to be taken home to parents
Boats colliding	Students	Back injury, bruising of limbs, possible loss of fingers	Brief on sailing area and to keep boats away from each other	Instruction staff via senior instructor

ACTIVITY SAILING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Capsize of dinghy	Students	Shock	Students to be removed From the water asap	Senior Instructor/Safety Boat operator
Swallowing of water	Students	Intestinal infection	See operating Instructions Warning of water quality See water hazard (RA Cliffe 3)	Advise students if they suffer any affects due to water ingesting to seek medical attention
Inverted capsize of the lugger	Students	Drowning Shock Swallowing of water (see RA.Cliffe 3)	Buoy to be hoisted to the head of the mast See above	Senior instructor - assess each session on luggers and wayfarers and to the ability of student and the mobility of students.

ACTIVITY: Kayaking and Canoeing

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
See Risk Assessments RA Cliffe 1 - 5				
Kayak inverting	Students	Loss of life Drowning (see R A cliffe 3	Ensure students know the correct method of escape from capsized craft	Demonstrated on land by instructor
Open canoe capsize	Students	As above	Ensure students understand how to balance the craft. In the event of a capsize students are aware to stay with craft. *The need to do head count and dependant on the ability and weather conditions students to be pulled out of the water (equipment to be last consideration)	Instructional staff in safety boat

ACTIVITY: Kayak - Open canoe

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Continued from page 8 Inverted boats	Students	Shock		Students to be removed from water asap Senior Instructor/Safety boat operator
Swallowing of water	Students	Intestinal infection	See operating instructions Warning of water quality See water hazard (RA Cliffe 3)	Advise students if they suffer any affects due to water ingesting to seek medical attention.
Emptying water filled craft	Staff	Back injury	Students to be taken out of the water and into the safety boat. Craft to be emptied using safety boat staff and student if able Student to be returned to the empty craft if it is their wish.	Safety boat staff

ACTIVITY: Raft Building

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Rough Wood	Students	Splinters (injury)	Gloves to be worn whilst assembling the raft	Issued by instructor at commencement of session
Launching and recovery	Students	Back injury	Minimum of 4 people when lifting Brief on method of lift	Instructor as and when required to brief
Capsize	Students	Loss of life Drowning Shock Ingesting of water (see RA Cliffe 3)	Students briefed to stay with equipment. *The need to do head count. Students to be pulled out of the water (equipment to be last consideration) Safety boat to stand off with engine cut whilst attending to students in the water	Senior instructor at beginning of each session
	Students			
Extreme cold Extreme heat or prolonged exposure to the effects of the sun	Students	Hypothermia Sun/heat stroke (see RA Cliffe 2)		

VENUE: CLIFFE

ACTIVITY: SAILING-CANOEING-PROBLEM SOLVING-RAFT BUILDING-POWER BOATING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Extreme heat or prolonged exposure to the effects of the sun	Students	Sun /heat stroke dehydration	Alert students to the potential dangers of exposure to the sun Advise on protective clothing, ie sun hat and skin protection The need to replace fluids especially during whole day activities. Notice Boards to display literature – also sent to attending group leaders	Senior Instructor at the commencement of each session as appropriate

ACTIVITY: SAILING-CANOEING-PROBLEM SOLVING-RAFT BUILDING-POWER BOATING

POTENTIAL HAZARD	WHO WILL BE AFFECTED	POTENTIAL OUTCOME	PREVENTATIVE MEASURE	ACTION REQUIRED BY WHOM – BY WHEN
Medical conditions of students ie: Epilepsy, diabetes, down syndrome, asperger syndrome, asthma, autism, brittle bones, mental impairment, visual and hearing.	Students Staff	Could lead to loss of life	Consent forms Group leaders to inform staff so that they are aware Staff aware on how to deal with students who have special needs.	Senior Instructor to brief other staff Group leaders to inform senior instructor prior to commencement of session See operating instructions on the handling of students with special (medical) needs
Extreme Cold	Students	Hyperthermia	Adequate clothing Issuing of waterproofs. Weather conditions monitored to ensure that if worsen during a session decisions will be made as to whether to shorten the session .	Senior Instructor at the beginning and throughout the session.
Challenging Behaviour	Staff/Students	Physical/Mental injury	Staff to attend Challenging Behaviour Course	Head of Centre/Centre Manager to arrange

SUMMER CAMP 2003

Has each of the sections been addressed?
Are the levels of risk acceptable?
Have you obtained support of your colleagues for your decision?

Staff to sign approval.

Assessment completed by :

Signed

Date