

## Risk assessment –Camps at Mike Thurston Centre Campsite

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|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------|-------------------------------------------|------------|
| Name of activity, event, and location | 1 <sup>st</sup> Hoveton and Wroxham Sea Scouts.<br>Camps at the Mike Thurston Centre, North Walsham. Includes, Family, Group and Section Camps<br>(plus additional Covid risk considerations) | Date of risk assessment | 09.02.25 | Name of person doing this risk assessment | Nigel Pope |
|                                       |                                                                                                                                                                                               | Date of next review     | 10.02.26 |                                           |            |

| What hazard have you identified? What are the risks from it?                                                               | Who is at risk?                                       | How are the risks already controlled?<br>What extra controls are needed?                                                                                                                                                                                                                                                                         | What has changed that needs to be thought about and controlled?                                                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>A hazard</b> is something that may cause harm or damage.<br><b>The risk</b> is the harm that may occur from the hazard. | For example:<br>young people,<br>leaders,<br>visitors | <b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it.<br>For example, you may use a different piece of equipment or you might change the way you do the activity.                                                                                                                                      | Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. |
| <b>Site features –</b><br>Risk of injuries                                                                                 | All present                                           | Be clear on arrival if any areas are out of bounds to campers including the climbing and shooting areas unless supervised. Also the wood pile and areas outside the site boundary. Areas close to the lake.<br>Appropriate footwear is worn at all times. Avoid bare feet unless activity specific. When near the lake buoyancy aids to be worn. |                                                                                                                             |
| <b>Water</b><br>Infection                                                                                                  | All present                                           | An appropriate source of fresh, drinkable water is provided on site.                                                                                                                                                                                                                                                                             |                                                                                                                             |
| <b>Toilets &amp; showers -</b><br>Safeguarding issues,<br>Waterborne disease                                               | Young people and leaders                              | Toilet and shower area,, To be cleaned before and after the camp, and cleaning materials supplied for wipe down after use                                                                                                                                                                                                                        |                                                                                                                             |
| <b>Covid considerations –</b><br><i>Risk of spread of infection</i>                                                        | All Participants                                      | <i>Ask anyone showing signs of infection or with family members showing sign of infection not to attend.</i><br><i>Detailed attendee list for camp to be maintained by leader team. Ensure all YP and adult contact details are up to date with a robust InTouch system in place.</i><br>Not to share phones or other personal items.            |                                                                                                                             |
| <b>Car Parking Areas</b><br>Risk of collision & injury                                                                     | All present                                           | Vehicle movements on site to be restricted to arrival and departure. All vehicles to be in the car park and not by tents. No vehicle movements allowed after dark and gate locked.                                                                                                                                                               |                                                                                                                             |
| <b>Covid considerations –</b><br><i>Reduce contact at arrival</i>                                                          | All present                                           | <i>Ask parents to <b>drop off and collect in car park area only</b>. Leader to control access to ensure social distance is maintained.</i><br><i>Sanitiser station to be provided for use as required.</i>                                                                                                                                       |                                                                                                                             |

You can find more information in the **Safety Checklist for Leaders** and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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| <b>Heavy loads and items -</b><br>Back or other injuries to adults and YP                                                         | All present             | Get kit as close to destination via vehicle or trolley                                                                                                                                                                                                         |  |
| <b>Activities</b><br>Archery<br>Climbing<br>Air rifle shooting<br>Boating, Raft Building                                          | All participants        | Please refer to separate existing scout Risk Assessments for these activities.                                                                                                                                                                                 |  |
| <b>Covid considerations –</b><br><i>Small groups and clean equipment needed to reduce the risk of transmitting infection.</i>     | <i>All Participants</i> | <i>Clean down activity equipment before and after use.<br/>Assign specific items to individuals for the activity if possible.<br/><b>Use of hand washing / hand sanitiser before and after all activities</b></i>                                              |  |
| <b>Tentage, guy lines, trip hazards, Items stored at low level –</b><br>Tripping on guy lines and tent pegs, boxes, natural items | All participants        | Instruct and enforce “No running” rules around tents                                                                                                                                                                                                           |  |
| <b>Mallets striking Tent pegs –</b><br>Slippage of mallet<br>Struck by mallet                                                     | All present             | Adults to supervise activity and to check mallets are in good condition and not loose or split. Instruction on how to correctly put pegs in.<br>Check tent pegs are suitable size and condition for the tent guy.<br>Ensure other YP are standing safely away. |  |
| <b>Sleeping facilities -</b><br>Safeguarding issues                                                                               | All participants        | Ensure sleeping facilities provide appropriate division of adults and YP.                                                                                                                                                                                      |  |
| <b>Covid considerations –</b><br><i>Sharing of accommodation</i>                                                                  | <i>All participants</i> | <ul style="list-style-type: none"> <li><i>Families to camp together in their own tent.</i></li> <li><i>Adults not with family to have their own separate tent.</i></li> </ul>                                                                                  |  |
| <b>Food –</b><br>Food poisoning/allergies                                                                                         | All participants        | Plan menu to suit local facilities and provide alternatives for those with special dietary requirements.<br>On site refrigerators to be used for food storage as appropriate.<br>All to clean hands thoroughly before preparing or consuming food              |  |
| <b>Using Open Fires –</b><br>Risk of burns from mistakes or misuse.<br>Starting fires - creating                                  | All participants        | Fires restricted to altar fires in the kitchen areas and to the camp fire circle. Leaders will supervise YP when they're using hot items.<br>Keep area around the fire free of trip hazards<br>Keep woodpile well away from the fire - at least 2 metres       |  |

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| sparks                                                                                                                                 |                  | <p>Brief YP on safe use of cooking equipment or fire before use and on the possible dangers of firelighting.</p> <p>Rules for firelighting including – for example: no picking up burning wood; no throwing objects onto the fire; hold wood at one end and lower onto the fire. No removing wood from the fire once it has been put on.</p> <p>To start a fire only use kindling or bought fire lighters. Do NOT use accelerants on the fire (any substance or mixture that accelerates or speeds the development and escalation of fire) – such as petrol, lighter fuel and other spirits.</p> <p>Avoid loose clothing around fires – watch out for open coats, sleeves and scarves. Tuck them in and keep coats, hoodies fastened. Tie back loose hair. Do not reach over fires or flames.</p> <p>Make sure there is an appropriate first aid kit available and that leader training is up to date.</p> <p>Make sure that cold water is available nearby – there will be a bucket of water and running water nearby.</p> |  |
| <b>Bugs &amp; Dirt –</b><br><br>Dirty utensils<br>Hygiene<br>Food poisoning                                                            | All participants | <p>Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp.</p> <p>Wash hands after going to toilet and all field activities and before eating.</p> <p>Hand washing area set up and regularly maintained by leader team.</p> <p>Make sure to use clean cooking / eating utensils.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Axe and saw</b> – risk of injury to non-participants or observers.                                                                  | All present      | <p>Create a safe cutting area</p> <p>Ensure all equipment is kept secure when not in use and supervise when being used.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Behaviour</b> – risk of overexcitement, especially at the start of camp.                                                            | All present      | <p>Follow the section code of conduct that sets clear expectations of behaviour.</p> <p>Leaders be aware and manage group behaviour</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Only suitable adults present</b><br><b>Appropriate adults –</b><br>Injuries from poor management of camp, activities and facilities | All adults       | <p>Ensure all leaders and adult helpers have completed appropriate enquiries.</p> <p>Event run by a leader with correct Nights Away Permit.</p> <p>Nights Away risk assessment logged with DC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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| <b>Incidents –</b><br>Risk of prolonged/increased injuries from lack of management   |  | Suitable first aid cover is in place.<br>Details of emergency department of hospital and local doctors.<br>Ensure robust InTouch process is in place<br>Medication to be stored securely and leaders to supervise schedule of taking medicines<br>Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| <b>Covid considerations -</b><br>First Aid Incident requires treatment of individual |  | <i>Provide suitable PPE: disposable gloves masks, aprons for use if administering.<br/>           In the event of an accident or anyone taken ill (showing signs of COVID) - provide safe space away from others and arrange for transport. Other YP should be kept away from the area and sent home asap</i>                                                   |  |

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