

Risk assessment – Family Camp at 2nd Hellesdon Campsite

Name of activity, event, and location	1 st Hoveton and Wroxham Sea Scouts. Camps at the 2 nd Hellesdon Campsite, Norwich.	Date of risk assessment	09.02.25	Name of person doing this risk assessment	Nigel Pope Evan Hancock
		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? 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, leaders, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. 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.
Site features – 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. Appropriate footwear is worn at all times. Avoid bare feet unless activity specific.	
Water Infection	All present	An appropriate source of fresh, drinkable water is provided on site.	
Toilets & showers – Safeguarding issues, Waterborne disease	Young people and leaders	Toilet and shower area, at the entrance to the main building. To be cleaned before and after the camp, and cleaning materials supplied for wipe down after use	
Covid considerations – Risk of spread of infection	All Participants	<i>Ask anyone showing signs of infection or with family members showing sign of infection not to attend. All attendees to take a lateral flow test immediately before the camp.</i> <i>Activities to be outside and activities requiring close contact not included in programme.</i> <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> Limit the numbers attending to make social distancing easier to maintain Not to share phones or other personal items.	
Car Parking Areas 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.	

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Covid considerations – Reduce contact at arrival	All present	Staying local Ask parents to drop off and collect in car park area only . Leader to control access to ensure social distance is maintained. Sanitiser station at gate and in car park for use on arrival and leaving.	
Heavy loads and items - Back or other injuries to adults and YP	All present	Get kit as close to destination via vehicle or trolley	
Activities Archery Climbing Air rifle shooting	All participants	Please refer to separate existing scout Risk Assessments for these activities. All YP have been given 1 to 1 and guidance. If a new YP in attendance further 1 to 1 and safety guidelines will be provided.	
Covid considerations – Small groups and clean equipment needed to reduce the risk of transmitting infection.	All Participants	Plan activities with minimal equipment requirement. Limit volume of equipment used where possible. Clean down activity equipment before and after use. Assign specific items to individuals for the activity if possible. Use of hand washing / hand sanitiser before and after all activities	
Tentage, guy lines, trip hazards, Items stored at low level – Tripping on guy lines and tent pegs, boxes, natural items	All participants	Instruct and enforce “No running” rules around tents	
Mallets striking Tent pegs – Slippage of mallet 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. Check tent pegs are suitable size and condition for the tent guy. Ensure other YP are standing safely away.	
Sleeping facilities - Safeguarding issues	All participants	Ensure sleeping facilities provide appropriate division of adults and YP.	
Covid considerations – Sharing of accommodation	All participants	- Families to camp together in their own tent. - Adults not with family to have their own separate tent.	
Food – Food poisoning/allergies	All participants	Plan menu to suit facilities On site refrigerators to be used for food storage as appropriate. All to clean hands thoroughly before preparing or consuming food	

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Using Open Fires – Risk of burns from mistakes or misuse. Starting fires - creating sparks	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. Keep area around the fire free of trip hazards Keep woodpile well away from the fire - at least 2 metres Brief YP on safe use of cooking equipment or fire before use and on the possible dangers of firelighting. 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. 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. 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. Make sure there is an appropriate first aid kit available and that leader training is up to date. Make sure that cold water is available nearby – there will be a bucket of water and running water nearby.	
Bugs & Dirt – Dirty utensils Hygiene Food poisoning	All participants	Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp. Wash hands after going to toilet and all field activities and before eating. Hand washing area set up and regularly maintained by leader team. Make sure to use clean cooking / eating utensils.	
Axe and saw – risk of injury to non-participants or observers.	All present	Create a safe cutting area Ensure all equipment is kept secure when not in use and supervise when being used.	
Behaviour – risk of overexcitement, especially at the start of camp.	All present	Follow the section code of conduct that sets clear expectations of behaviour. Leaders be aware and manage group behaviour	
Only suitable adults present	All adults	Ensure all leaders and adult helpers have completed appropriate enquiries.	

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Appropriate adults – Injuries from poor management of camp, activities and facilities		Event run by a leader with correct Nights Away Permit. Nights Away risk assessment logged with DC.	
Incidents – Risk of prolonged/increased injuries from lack of management		Suitable first aid cover is in place. Details of emergency department of hospital and local doctors. Ensure robust InTouch process is in place Medication to be stored securely and leaders to supervise schedule of taking medicines Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals	
Covid considerations - <i>First Aid Incident requires treatment of individual</i>		<i>Provide suitable PPE: disposable gloves masks, aprons for use if administering. 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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