

## Risk assessment – Deben District Camp 2023

<b>Name of activity, event, and location</b>	Deben District Camp 27 <sup>th</sup> to 29 <sup>th</sup> May 2023 Henham Park, Suffolk, NR34 8AQ	<b>Date of risk assessment</b>	01 <sup>st</sup> May 2023	<b>Name of person doing this risk assessment</b>	Camp Leadership Team, with Group Leaders
		<b>Date of next review</b>	If a significant change happens		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<b>Traffic/Site/Setting Up</b>			
<b>Traffic</b> – risk of injury from collisions between vehicles and people.	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>All are advised to keep to marked walkways/paths.</li> <li>All are briefed on the safe arrival and departure process – traffic management will be in operation.</li> <li>Marshalls to assist with parking and traffic flow.</li> <li>Restricted vehicle access to camping area.</li> <li>YP to carry kit to camping area. Make more than one trip if needed</li> </ul>	
<b>Use of field</b> – risk of injury from uneven ground.	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>Full site visits taken place before event to identify any hazards.</li> <li>All areas of the site to be checked that the ground is free of obstacles that may cause hazards.</li> <li>Hazards will visibly marked.</li> </ul>	
<b>Site features</b> – risk of injuries from natural features e.g pond.	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>All are briefed on the areas that are out of bounds.</li> <li>Henham Park has a full boundary fence.</li> <li>Fencing to be put around Pond, however this is the in the out of bounds areas.</li> <li>All are made aware of the hazards around fallen trees.</li> </ul>	
<b>Field used by grazing animals</b> – risk of illness.  <a href="#">Risk of E-coli157</a>	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>The Estate Manager will oversee the site in advance of camping – refer to factsheet on E-coli - be clear of grazing animals at least 3 weeks before use.</li> <li><b>Increased</b> handwashing facilities made available, and everyone reminded regularly to wash hands.</li> <li>Hand sanitizer provided at all toilet points, marquee entrances and kitchen. However, this isn't a substitute for soap and water.</li> <li>No grazing animals will be on site at the time of the event.</li> </ul>	

## Risk assessment – Deben District Camp 2023

<p><b>Tentage, guy lines, trip hazards, Items stored at low level</b> – risk of injury from tripping/falling.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Instruct and enforce “no running” rules around tents and inside marquee.</li> <li>• All obstacles to be marked so clearly visible</li> </ul>	
<p><b>Catering/General</b></p>			
<p><b>Water &amp; Waste</b> – risk of infection &amp; vermin.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• All drinking water taps to be labelled.</li> <li>• All rubbish to be disposed of in appropriate bins provided.</li> <li>• Bins to be regularly emptied and rubbish taken to skip.</li> <li>• Skip to be covered over to stop animals etc</li> </ul>	
<p><b>Food</b> – risk of Food poisoning.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Plan menu to suit facilities available.</li> <li>• Ensure full prior knowledge of allergies and dietary requirements and that these are met.</li> <li>• Ensure correct storage and handling of food.</li> <li>• Check HQ guidance on <a href="#">Food Safety</a></li> <li>• All to clean hands thoroughly before and after food preparing and before consuming food.</li> </ul>	
<p><b>Tables</b> – risk of collapse.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Check tables are in good repair; properly and safely put up, eg: legs locked, trestles stable.</li> <li>• Put small table feet on boards if used on grass, ensure level and stable.</li> </ul>	
<p><b>LPG gas bottles - as hoses and cooking equipment</b> – risk of leakage of gas, fire and <a href="#">carbon monoxide</a>.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Hoses and regulators checked for good condition and hoses are in date – before camp and by leaders during camp. Hoses secured to kit by hose clips.</li> <li>• Always use gas stoves in well-ventilated areas, outdoors if possible. LPG cylinders positioned with easy access to turn off.</li> <li>• Fire extinguisher / fire blanket / fire bucket positioned high risk areas.</li> <li>• Fire Alarm &amp; Evacuation Procedure set up for the whole camp.</li> <li>• Check HQ guidance on <a href="#">Safe use of Gas</a></li> <li>• Battery operated lighting/lamps only in sleeping tents.</li> <li>• No smoking in designated area only and not in cooking in sleeping tents</li> </ul>	
<p><b>Using Open Fires</b> – risk of burns from mistakes or misuse.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Restrict access by using in defined areas only.</li> <li>• Leaders to supervise YP when they’re using hot items. Consider appropriate Group size.</li> <li>• Keep area around the fire free of trip hazards.</li> <li>• Keep woodpile well away from the fire - at least 2 metres.</li> <li>• Brief YP on safe use of cooking equipment or fire before use and on the possible dangers of fire lighting.</li> </ul>	

## Risk assessment – Deben District Camp 2023

		<ul style="list-style-type: none"> <li>• Have rules for firefighting including – for example: no picking up burning wood; no throwing objects onto the fire; hold wood at one end and lower onto the fire with your fingers near the ground.</li> <li>• No removing wood from the fire once it has been put on.</li> <li>• To start a fire only use kindling or bought fire lighters. Do <b>NOT</b> 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.</li> <li>• 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.</li> <li>• Do not allow fires to become too large for the location/activity.</li> <li>• Firefighting equipment made available for fire designated areas.</li> </ul>	
<b>Toilets/Hygiene</b>			
<b>Personal Hygiene</b> – risk of illness & infections	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>• <b>ALL</b> ensure good hygiene standards and brief YP on the importance of maintaining throughout camp.</li> <li>• <b>ALL</b> to wash hands after going to the loo and all field activities and before eating.</li> <li>• Hand washing area set up and regularly maintained.</li> <li>• Hand sanitizer provided at all toilet points, marquee entrances and kitchen. However, this isn't a substitute for soap and water.</li> <li>• <u>If ticks are likely (check guidance)</u>: Teach YP not to pull them off and encourage YP to check themselves daily. Instruct and inform parents to thoroughly check for ticks upon the return home and what to do if they find any.</li> </ul>	
<b>Toilet facilities</b> - Safeguarding issues, Environmental impact	All present – YP, Adults, Visitors.	<ul style="list-style-type: none"> <li>• Ensure toilet facilities provide appropriate privacy for all users.</li> <li>• Appropriate disposal for feminine hygiene products provided.</li> <li>• Toilets to be labelled – Leaders/Adults and YP separate.</li> </ul>	
<b>Behaviour/Safeguarding</b>			
<b>Behaviour</b> – risk of overexcitement, especially at the start of camp.	Young People	<ul style="list-style-type: none"> <li>• Clear expectations to be given to YP and parents before start of camp.</li> <li>• Activities are planned with regular break to allow time for letting off steam as well as calming down at appropriate times.</li> <li>• Activity Leads to monitor behaviour and change activity if necessary.</li> <li>• Leaders and helpers to help supervise free time.</li> <li>• YP to have clear guidance on where to seek help and support.</li> </ul>	

## Risk assessment – Deben District Camp 2023

<p><b>Appropriate adults</b> – risk of injuries from poor management of camp, activities and facilities</p>	<p>Leaders, Adults</p>	<ul style="list-style-type: none"> <li>• <b>ALL</b> adults/leaders to have completed appropriate personal checks and mandatory training.</li> <li>• Event run by a Nights Away Permit holder. Correct permissions for event gained and Risk Assessments logged with DC.</li> <li>• <b>ALL</b> Groups/Units to be led by an adult with the correct level of Nights Away Permit, this will be shared with the DC when submitting NAN Form.</li> <li>• Appropriate child to adult ratios in place at all times.</li> <li>• Ensure all leaders and helpers are aware of level of support needed for younger groups (e.g. At meal times).</li> <li>• Adequate rest time and 'peaceful space' planned in for leaders.</li> <li>• All external activity providers to be checked for correct vetting, insurances etc.</li> </ul>	<p>The <b>Yellow Card</b> to be followed at all times during the camp and any safeguarding or safety issues reported directly to the camp leader.</p>
<p><b>Security</b> – risk of injury from poor management of camp,</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Security Team onsite and located near entrance gate.</li> <li>• Security to take regular patrols around site.</li> <li>• <b>ALL</b> those on site to be signed in on arrival and given the appropriate wrist band.</li> <li>• <b>ALL</b> to sign out when leaving site.</li> <li>• Visitors to site to be signed in/out and given the appropriate wrist band. Visitors to be escorted around.</li> <li>• Anyone not wearing a wrist band will be challenged.</li> </ul>	
<p><b>Weather/Emergencies</b></p>			
<p><b>Weather</b> – risk of sunstroke, hyperthermia, hypothermia Injury.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• The event organisers will monitor the weather forecast in advance and during the event. If extreme weather is forecast, the event may be postponed or cancelled.</li> <li>• Adults to ensure YP are guided and supported to wear the appropriate clothing/protection according to weather conditions. This includes, but is not limited to sun cream/hats, full waterproofs, hats.</li> <li>• Drinks available at all times with adults to ensuring YP maintain fluid levels.</li> <li>• Contingency plans in place if weather has an adverse effect on activities.</li> <li>• Shade and shelter available outside.</li> </ul>	<p>The <b>purple card</b> must be followed should an accident/incident occur. As well as the event emergency plans.</p>
<p><b>Incidents</b> – risk of prolonged/increased injuries from lack of management.</p>	<p>All present – YP, Adults, Visitors.</p>	<ul style="list-style-type: none"> <li>• Designated First Aiders in place, all advised of the location of first aid. First Aiders to carry mobile phone and radio at all times.</li> <li>• Very minor injuries can be dealt with by the individual under supervision.</li> </ul>	<p>The <b>purple card</b> must be followed should an accident/incident occur. As well as the event emergency plans.</p>

## Risk assessment – Deben District Camp 2023

		<ul style="list-style-type: none"> <li>• If CPR is required it will be carried out according to the persons own on the spot assessment of the risk involved and will follow current guidance, including use of face shield.</li> <li>• All Groups/Units to ensure robust InTouch process is in place.</li> <li>• Medication to be stored securely and designated leader to supervise schedule of taking medicines.</li> <li>• Emergency medications to be ready to hand (eg epi pens)</li> <li>• All advised of the location of the emergency plan and where the assembly point is located.</li> </ul>	
<b>Group/Units (1<sup>st</sup> Woodbridge)</b>			
<b>Heavy loads and items -</b> Back or other injuries to adults and young people	Young People Adults	<ul style="list-style-type: none"> <li>• Get kit as close to destination by vehicle, if possible – preferably before the young people arrive.</li> <li>• Split loads down to smaller bits if possible.</li> <li>• Supervise young people carrying bigger items – Remind people how to lift and carry safely.</li> <li>• All lifting and dropping of heavy tents and other items to be supervised by adults</li> </ul>	
<b>Mallets striking Tent pegs –</b> Slippage of mallet Struck by mallet	Young People Adults	<ul style="list-style-type: none"> <li>• Adults to supervise activity and to check mallets are in good condition and not lose or split. Instruction on how to correctly put pegs in.</li> <li>• Check tent pegs are suitable size and condition for the tent guy.</li> <li>• Ensure other young people are standing safely away.</li> </ul>	
<b>Sleeping facilities -</b> Safeguarding issues	Young People Adults	<ul style="list-style-type: none"> <li>• Ensure sleeping facilities provide appropriate division of adults and YP.</li> <li>• Discuss sleeping arrangements with young people and parents beforehand. YP with specific needs will need to be considered and appropriate arrangements made for them</li> <li>• Ensure young people can safely enter and exit their tents without causing harm.</li> </ul>	
<b>Tentage, guy lines, trip hazards, Items stored at low level –</b> Tripping on guy lines and tent pegs, boxes, natural items	Young People Adults	<ul style="list-style-type: none"> <li>• Instruct and enforce “No running” rules around tents and inside mess tents / marquees.</li> <li>• Mark any obstacles so clearly visible.</li> <li>• Keep away from thistles / stinging nettles etc.</li> </ul>	

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What other Hazards arising do you need to consider?

***Never be afraid to stop an activity if it is becoming unsafe!***

This Risk Assessment does not cover (which will each require their own):

- All activities
- Catering

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## Appendix 1 – Site Map

