

Risk assessment

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| Name of activity, event, and location | Communication Base, Deben District Camp, Skreen Park | Date of risk assessment | April 2025 | Name of person doing this risk assessment | Lee Hodgson (working with others) |
| | | Date of next review | October 2025 | | |

| 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? |
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| <p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p> | For example: young people, adult volunteers, visitors | <p>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.</p> | 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. |
| Building, Fire, First Aid, slips, trips, falls, collisions etc | All participants | <p>See Main Camp Risk Assessment located here: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Main-Camp-Risk-Assessment.docx</p> <p>See Skreen Park Site: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Skreen-Park-Risk-Assessment.pdf</p> | |
| Safeguarding / Lost – intruder access to the building or young person leaving unattended causing harm to individuals. | Young People | <p>See Main Camp Risk Assessment located here: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Main-Camp-Risk-Assessment.docx</p> <p>See Skreen Park Site: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Skreen-Park-Risk-Assessment.pdf</p> | |
| Code of Conduct | All participants | <p>Throughout event, we aim to protect young people and to provide valuable information to adult leaders, parents and volunteers on our safeguarding approach.</p> <p>We are committed to our responsibility to ensure that each participant's communication experience is as safe as possible as they network and make new friends worldwide.</p> <p>Leaders and helpers will follow the scout code of conduct - https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/</p> <p>https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-orange-card/</p> | |

You can find more information in the [Safety checklist for leaders](#) and at scouts.org.uk/safety

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| First Aid / Injuries that need treatment | All participants | <p>See Main Camp Risk Assessment located here: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Main-Camp-Risk-Assessment.docx</p> <p>See Skreen Park Site: https://deben.suffolkscouts.org.uk/wp-content/uploads/2025/04/Deben-District-Camp-2025-Skreen-Park-Risk-Assessment.pdf</p> | |
| Cyber Bullying – prohibit behaviour such as threats or harassment of others, hate speech, threats of violence, swearing | Young People | <p>Participants must be supervised by an adult.</p> <p>Deben District Scout Leaders will be on hand at the event to step into minimise any unacceptable behavior.</p> <p>Safety Briefing with rules at the start of the event on what will/won't be acceptable.</p> <p>Participants will be sent home if their actions or behaviors do not live up to the Scouting Values.</p> <p>To report safeguarding concerns/incidents. Ideally, capture the name of the account that concerns you, and a screenshot of the incident.</p> <p>Deben District Leaders looking after participants must be familiar with the staying safe online scouting guidance - https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/digital-safeguarding/staying-safe-online/</p> | |
| Sharing of Personal Information | All participants | <p>Safety Briefing with rules at the start of the event on what can be shared. Have posters/handouts on example data to give out if asked such as location.</p> | |
| Radio Communication | Young People | <p>Amateur Radio is used by licensed operators who supervise young people using their radios. The licensed operators are aware of the safeguarding procedures of the event. They monitor the conversations on the radio and ensure that there are no inappropriate conversations.</p> <p>Remember: Radio conversations are not private. Personal contact information should never be shared over the airwaves. Read more about the Amateur Radio Code of Conduct. https://www.jotajoti.info/amateur-radio-code-conduct</p> | |
| Radio Mast | All participants | <p>To reach a wider area from where we will operate a ~5m pole with low power antennas mounted atop.</p> <p>The mast will be made up of a tripod at the foot and an extenable 5m pole within supported by guy ropes on four sides which will be bright in colour, barrier tape will be used to indicate a no-go area and to further highlight the presence of the guy ropes.</p> <p>Cables will be internally run within the mast and where necessary to reach the operating area will be secured either underfoot and/or overhead.</p> | |

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