

Camps – Indoor

Ensure all children have parental permission to attend camp, and have completed medical forms. Where specific medication is required where 'life saving', the child should carry at all times, with a secondary set to be in an appropriate marked UNLOCKED container at base camp. Where medication is not lifesaving, then it should be at base camp in an unlocked container. In both instances the child and leader are to be made aware. Store separate to the camp first aid kit.

A full head count is being performed at before leaving for an activity, when at the activity and each meal time. Head counts should be carried out at bed time also.

Children to be made aware of responsibilities of notification to a responsible adult when leaving group – e.g. toilets etc.

Where appropriate divide the group into smaller groups of about 4-6 persons –each group can be supervised by Adults more easily. Each group will need to perform its own head count, but still need an overall Leader in charge'.

All children and adults should participate to in a safety brief to detail 'Leader in Charge', safety and emergency procedures and identify first aiders. Emphasise notification when leaving adults/companions.

It is important to check that adequate supervision is available. The ratio of adults to children will vary depending on the age of the children. At least one adult should supervise each sub group with an overall Designated Leader in Charge. Be aware of ratios and toilet breaks for children and adults.

Before starting an activity agree a time and location for the groups to return and an emergency rendezvous.

Take photos during the visit for badge work and any other displays or newsletters.

Health and Safety

The following health and safety advice should be followed:

- Everyone must be aware of possible sources of 'hand to mouth germs' etc
- Wear strong, sensible shoes, boots or wellies
- Do not attempt to pick up any dangerous items such as dog mess, broken glass or needles.
- Groups must stay together.
- Wear Ever Possible Adults and children in uniform

A Survey of the campsite intended for visit should be carried out prior to activity

Issue 1	18th Ipswich (Holywells) Scouts, Activity Risk Assessment			
Event: Camps – Indoor		Date: 22nd October 2012		Location: External Indoor Camps
Ensure Safety briefing to everyone at start of event and event Debrief				
Hazard	Whom might be affected, and Level of Risk	Precautions	Mitigation	Comments / Review
Animals	All	Wear appropriate clothing, beware loose animals,	Were possible avoid contact, Seek medical attention as required. Beware scratches	Avoid Animals
Heavy Objects	All, more effect smaller persons	Do not lift heavy objects, where necessary in pairs, break down load. Avoid overloading litter bags	Stop if pain / discomfort experiences	Avoid lifting of heavy objects
Chemicals / Hazardous materials	All	Do not approach suspicious objects/containers and materials. Typical indicators – smell/colour and touch.	Wear PPE, medical attention immediately as required. Record details of any substances, location, and label information	Environment agency 0800 80 70 60, wear PPE and avoid
Steep slopes and adverse inclines/drops	All	Observe signposting, observe weather as this will effect surfaces, beware instability indicators – precipices, etc.	Suitable footwear, observation and medical treatment. Ensure maps are available	Maps and signposting
Ground Conditions	All	Appropriate footwear on adverse surfaces	Medical attention as required	Equipment preparation lists
Hedges/Walls and ditches	All	Avoid climbing unprepared obstacles		Stay within area and use styles/gates
External Open Water	All	Avoid open water,	if visiting in near proximity, ensure everyone is aware of location and limit unsupervised access	Stay within marked areas, and avoid un-fenced/barrier water

People / Strangers / lone working	All	Avoid and beware aggressive and difficult persons.	Stay in pairs or greater, remain in sight of group, avoid conflict. Ensure appropriate mobile communications are available to each group	Keep together and stay off private property
Weather	All	Adverse weather can cause and aggravate health conditions	Ensure covered meeting area is available, and criteria for event cessation. Observe weather reports.	Ensure protective / Appropriate clothing is worn
Toilets	All	Toilet breaks as required	Locations and alternatives known, and indicated on map.	Ensure everyone uses facilities prior to an event, and is aware that toilet permission is required and only leave in pairs/supervision. Adults must ensure groups are supervised in their absence. Particular attention should be made to night time toilet breaks. Torches to be made available.
Dehydration	All	Ensure water locations are known and portable water supplies are available.	Hot weather associated issues	Ensure everyone is hydrated / drunk drinks prior to event
Vegetation	All	Avoid unknown plants – touch and ingestion	Remind everyone about plant hazards – touch (ivy), thorns, and irritants. Medical attention as required	Ensure protective / Appropriate clothing is worn
First Aid	All	Ensure appropriate first aiders are available with kits		Observe Group ratios, and appropriate first aid kit and first aiders are available AND MARKED
Night Time	All	Sleep Walking? At night the lighting will be limited (moonlight) or totally dark. This will cause unique risks to trip hazards from guy rope, equipment, and getting lost.	Movements in pairs as necessary. Restrict movements, mark all hazards. Ensure everyone is familiar with site layout and where toilets, water, leader etc. are located.	Torches and lanterns to be readily available. Camp to be lit at night times with lanterns or 'glow in the dark'. Dangerous areas should be marked and isolated where possible. Emphasis on knowledge and training prior to darkness of children and Adults.

Fire	All	Fire /Burns	<p>Danger of fires and burns. Fire can be predicted by poor management of cooking and 'open fires'. Electrical equipment and flying debris can also instigate fires.</p> <p>Ensure all cooking is in appropriate areas. All gas cylinder's not in use to be stored away from camp. Those cylinders in use must be connected/stored outdoors. All gases hoses and connections to be checked daily.</p> <p>Open fire – away from camp and downwind of tents.</p> <p>Adult and child smoking is a risk to be monitored.</p> <p>Burns and first aid kits in fire/cooking areas.`</p>	<p>Training, regular checks by adults, pre site survey and proper site setup.</p> <p>Trained first aider to be available at all times and first aid kit.</p> <p>Ensure tents are appropriately spaced and each tent has a fire bucket.</p> <p>Cooking area (gas/petrol) to have specific fire extinguisher available AND fire blanket.</p> <p>Daily checks to gas hoses.</p> <p>Ensure all fires are properly out when extinguished</p> <p>Open fires 20ft from any other tent and marked off.</p> <p>Open raised fires to be in appropriate container and checked for stability.</p>
Child Protection	All	All supervising adults to be aware of Child protection issues and be CRB checked		<p>NAN notification to DC and GSL.</p> <p>Children to be discharged to only upon sight of parent/guardian.</p>
Smoke/ Carbon Monoxide	All	Smoke and Carbon monoxide can be deadly, quick and silent killers especially in enclosed spaces. Night time can be particularly dangerous	<p>No fires or open flame heating in enclosed spaces. Including BBQs.</p> <p>All fires to be away from tents.</p> <p>Careful consideration to changing wind patterns.</p>	<p>Training, regular checks by adults, pre site survey and proper site setup.</p> <p>Trained first aider to be available at all times and first aid kit.</p> <p>Ensure all fires are properly out when extinguished</p> <p>Ensure adults known warning signs.</p>
Sleeping Arrangements		Child Protection issues	<p>No adults to sleep in tents with children.</p> <p>No mixed sex sleeping.</p>	See Child protection rules on scouts.org.uk

Food Poisoning	All	Food poisoning can be slight 'tummy upset' to hospitalisation.	Hand hygiene is easily monitored and checked. Food storage and preparation to be checked and monitored. Avoid 'over' purchasing food. Any persons displaying signs of food poisoning ARE NOT to handle or prepare food for others. And should be monitored for 'worsening'. First aider to monitor hydration and 'salts'.	Store food – Frozen -20c, chilled -5c, dry stores – to be dry! All containers closed when not in use. All food to be raised off the floor. Defrosting of foods to be on trays. Raw meats BELOW cooked meats. All washing to be in clean fresh water. All utensils and preparation areas to be cleaned with clean HOT water prior to use. Hot weather will decrease life span of food and create problems with storage – minimise food on site.
Axe, Saw, Knife	All	Axes, Saws, Knives – injuries slight to severe	No Children to use without supervision and instruction. See 'Axe permit scheme'. All areas to be marked off. Right tool, Right job methodology.	Training and instruction. All users to know location of first aider and first aid kit. Chopping areas to have a first aid kit. All hand knives belonging to children to be securely stored overnight for under 12's, and to be notified to leader in charge.
Infections	All	Water born, contact based, ingestion,	Medical attention as required. Fresh water and hand washing facilities.	Ensure PPE is worn, no eating without hand washing. Hands washed at conclusion of event and between activities.
General		Ensure site survey and area is familiar to all supervising adults. Emergency contact details to be available and procedure confirmed.		