

4th Epping Forest South RISK ASSESSMENT & SAFETY BRIEFING NOTES

Free time on residential stays and trips

Covers canvas camping, indoor lodge camp sites and day trips and events

Date of Last Amendment	Amended by	Date of Last Review	Last Reviewed By
10/07/2021	Matthew Balchin	Stephen Young	12/07/2021

Leaders should notify GSL if their dynamic risk assessments suggest amendments or additions are required

This activity depends on the following mandatory assessments:

- None

Related assessments:

- None

Risk Assessment

Severity Likelihood and Rating Values					
Impact (0 – 10), Likelihood (0 -10) Rating = Likelihood multiplied by Impact (0 - 100)					
All Hazards should fall within the adequately controlled category or lower after mitigation or action required.					
Mitigated Rating	81-100	61-80	21-60	11-20	0-10
Action	Immediate suspension pending further controls	Further controls required before activity run again	Further Investigation to check assessment add controls if necessary	Adequately controlled risk	Trivial Risk

Hazard Identified & Risk(s) Arising	Persons at Risk	Control Measures	Person Responsible	Impact	Likelihood	Rating
Risk of injury – using camp equipment and sites without supervision	Scouts	- At start of event or camp, ensure that scouts understand the boundaries of the venue. - Ensure that any specific areas or facilities that are out of bounds are highlighted - Pay specific attention to risks of water, climbing activity equipment, trees etc unsupervised - Ensure that scouts understand that normally supervised activity zones and equipment can be unsafe if used without qualified supervision - Ensure that scouts move around the event or camp site in groups of 3 (or at least 2 to visit the wash blocks etc)	Camp or event SLIC	8	1	8
Risk of injury – using equipment and games provided on the camp		- Ensure that scouts know how to use equipment and games provide on the campsite and know what they are allowed to make use of unsupervised - Ensure that permitted unsupervised use equipment is in a clear location that is accessible normally to the scouts and well away from storage of equipment which is not permitted to be used unsupervised		5	1	5
Risk of getting lost	Scouts	Ensure that scouts move around the event or camp site in groups of 3 (or at least 2 to visit the wash blocks etc)	SLIC	8	1	8

		• Ensure that scouts have a map of the venue available or signposted or have the layout explained to them before being allowed to roam in their groups • Make sure that there is a clear meeting point and that scouts understand where it is, how to get to it and what time they are expected to be there. • For trips and events, if practical, make use of adult leaders roaming or dispersed around the venue to keep track of groups of scouts • Ensure that exits to the venue are understood by all leaders • Ensure that scouts are aware of all exits and the boundaries of the venue that they are permitted to roam				
Risk from strangers	Scouts	• Remind scouts that they should be alert and be conscious of 'stranger danger' • Ensure that all exits from the venue are understood by all adult leaders. • Ensure that scouts remain in allocated groups and are aware of people around them at all times • Ensure that scouts call for assistance as soon as possible if they feel uncomfortable or in danger, calling 'FIRE' if necessary to attract attention.	SLIC	9	1	9
Damage to property	Scouts, members of the public	• Make sure that scouts do not use equipment that they should not or in a way for which it is not intended • Do not pick up items in shops and services unnecessarily • Scouts should report any damage to a leader. • Scouts should understand that accidental damage, wear and tear is normal and does happen and if reported, damage can be rectified and made safe.	SLIC	4	2	8
Risk of injury – motor vehicles	Scouts	• Make sure that scouts are not on roads or car parks unsupervised • Ensure that scouts and leaders are aware of all roads, paths and possible vehicular access within the activity site or camp	SLIC	8	1	8
	Scouts	• Remind scouts not to pick local wildlife	SLIC			

Local plants - risk of poisoning, allergies, rashes		● Remind scouts not to eat local plants and fruit unless permitted to do so by a knowledgeable leader ● Ensure that scouts report any rashes, stings etc. as soon as possible.				
Clothing - risk of sunburn, heat stroke, hyperthermia, hypothermia	Scouts	● Make sure that the weather for the duration of the camp or event is checked and monitored ● Ensure at suitable points that scouts have sufficient water, sun hat, woolly hat, sun cream and waterproofs ● Ask scouts to keep an eye on each other and to highlight to a scout or leader if they see that another scout is suffering from weather exposure	SLIC	5	1	5
Nuisance – to members of the public, animals, other camp users	Other camp users, members of the public, wildlife	● Make sure that scouts understand and respect the country code where relevant ● Ensure that scouts treat members of the public, other scouts and leaders with respect and are aware of the impact of their actions on other users of the site.	SLIC	3	2	6

Safety Brief Notes

General Points for Leaders to consider before and during Session

- Recce area to check for hazards and alter plans to avoid unacceptable hazards and record other hazards for safety brief;
- Check location is suitable for activity in light of prevailing weather conditions, including water temperature, and light;
- Keep an eye on weather
- Check Scouts have suitable clothing and footwear.
- Remind Scouts to move around in groups of 3 at all times;
- Make sure First Aid kit and mobile phone are available
- Monitor Scouts for signs of adverse reaction to cold or heat, or fatigue or any signs of injury.
- Ensure all leaders understand the boundaries and exits to the location
- Ensure that risks from members of the public are reviewed and if necessary, identify key areas of the site that are 'out of bounds'

Points for Safety Briefing to Participants

- Ensure scouts have sufficient water with them;
- Ensure scouts have visible clothing when walking on roads
- Make sure scouts walk on the correct side of the road, keep to the verge and keep alert to traffic when walking on roads without pavements.
- Ensure scouts have sensible footwear and clothing,
- Make sure that scouts remain in groups of three
- Ensure scouts have suitable maps or knowledge of the site and an awareness of where they are and where they are going
- Re-enforce that they should not engage with strangers unless they need help after an accident and no leaders are present.
- Scouts must under no circumstances accompany strangers.
- Make sure that scouts are aware of the country code
- Make sure scouts do not try to climb or damage trees, gates, fences, campsite activity equipment etc.
- Make sure scouts do not try to access access-controlled areas or compounds on a site
- At key risks points, ensure that there is a leader monitoring scouts
- Make sure that scouts understand that they should report any incidents and that there are no repercussions of doing so.
- Make sure that scouts let leaders know where they are going if they leave the main group/ campsite, and make sure they know when they must return by.