

CLCGB – Risk Assessment TGA1 in accommodation. Camp blocks, hostels, holiday parks etc

| Event Camping | Assessor: | Date: | Ref: RA | | | |
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| TGA Qualifications . Name TGA Qualifications . Name TGA Qualifications . Name First Aid Qualifications . Name Food Hygiene. Safeguarding training . Name | | | | | | |
| Hazards | Persons Affected | Initial Risk Rating | Control Measures | Residual Risk Rating | Further Controls Required | By Who / By When |
| | | L S R | | L S R | | |

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| Slips, trips, falls and bites, burns etc | All | L o w | L o w | L O w | Brief all campers on the topography of the site. Make them aware of streams, roads, rivers swimming pools, electric fences, cliffs, animals, cattle, ticks (Lyme disease). Check windows to see if there are limiters on them to restrict how far they open to avoid falls. Check the height of bunk beds if young children are sleeping in them to avoid falls etc. Check the hot water temperature in sink, showers etc and advise members accordingly to avoid scalds. | L o w | L o w | L o w | Warn of the dangers of playing, running around inside and outside of the accommodation, outward opening doors, windows, steps, stairways, washing lines, pipe work, cables and any other dangers. Some accommodation has blending velvet that reduces the risk of scalds, however this is very unlikely. | Staff, members and accompanying adults |
| Drinking water contamination | All | | | | Ensure adequate clean drinking water supply and that it is clearly marked | | | | Be aware of stored and fresh water, these should be clearly marked | Staff, members and accompanying adults |
| Adverse weather | All | | | | Obtain weather forecast before visit and ensure that persons within party wear appropriate clothing and footwear, sunscreen, hats, caps, coats etc | | | | Risk assess weather conditions during the camp and activities | Staff, members and accompanying adults |

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| <p>Medical emergency</p> <p>Medication Risks to health caused by proscription drugs, taken incorrectly or by the wrong person</p> <p>Drugs Risks to health and personal safety caused by illegal drugs</p> | All | | | <p>Be aware of mobile phone signals , the nearest Landline and details of your whereabouts, postcode, street names etc</p> <p>Medical forms filled in , checked and first Aiders aware of any prior illnesses etc . Forms to be held by officer in charge / first aider . TGA Forms have been received by NHQ and permission to hold camp has been granted along with a copy on site of insurance from NHQ</p> <p>Have a locked box, all medicines to be stored in correct packaging , labelled with the owners name and correct dosage.</p> <p>Have a zero tolerance policy to any use of illegal drugs</p> | | | <p>If calling from a mobile in a remote area it's worth checking , as some numbers to the emergency services use GPS and log your position</p> <p><i>First Aiders to be present at all times</i> <i>If emergency services are needed, call them immediately and inform Other staff, organisers etc</i> <i>Officers to accompany any one admitted to hospital until parents or next of kin arrives.</i></p> <p><i>Remember the officer in charge has the right to send anybody home</i></p> | <p>First Aiders</p> <p>Staff, members and accompanying adults</p> |
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| Carrying heavy equipment | All | | | Be aware of manual handling when moving equipment etc. Make use of handles, grips, wheels or any other means supplied. Share the load, preferably with someone the same stature | | | Further. Details on manual handling are available from :- http://www.hse.gov.uk/research/rrpdf/rr097.pdf | Staff, members and accompanying adults |
| Smoking Risk of fire and risk to health caused by smoking | All | | | Have a designated smoking area | | | Ensure all smokers are briefed on smoking laws etc and have a sand bucket, water bucket to extinguish cigarettes. | Staff, members and accompanying adults |
| Vehicle Movement | All | | | All vehicles to remain in a designated area away from camp. When arriving at accommodation follow parking guidelines. Make the car park a no go area unless under staff supervision | | | Meet and welcome visitors to site on arrival at camp to ensure vehicle movements are monitored Set up further no go boundaries to avoid any contact with moving vehicles | Staff, members and accompanying adults |

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| Supervision and behaviour | All | | | | <p>The party leader and accompanying staff should have reasonable knowledge of all members in their care, including special needs, medical needs or disabilities. To include sleep waking .</p> <p>NHQ ratio guidelines to be adhered at all times</p> <p>Party leader yo be aware of NHQ guidelines regarding minimum age and conditions of insurance etc</p> | | | | <p>The group leaders has overall responsibility for the group at all times . A code of conduct and ground rules for behaviour should be established and understood by all visiting camp</p> | <p>Staff, members and accompanying adults</p> |
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| Toilets | All | | | | Ensure suitable toilet and washing facilities are available | | | | Encourage a buddy system is in place for campers going to the toilets | Staff, members and accompanying adults |
| Cooking Food Poisoning | All | | | | <p>Ensure correct storage of meats, dairy, dried foods</p> <p>Ensure all foods cooked correctly before servings</p> <p>Ensure hand washing prior to eating</p> <p>Be aware of boiling pans and hot cooking oil</p> <p>If caterers are being used make sure that they are aware of any dietary needs obtain menu perforce hand</p> | | | | <p>All food preparation, menus and cooking to be supervised by an appropriate person holding a food and hygiene certificate</p> <p>Aprons should be worn and hair tied back.</p> <p>Ensure access to sufficient refrigeration.</p> | Staff with responsibilities for cooking |
| Night supervision | All | | | | Ensure that members are aware of staff room numbers in case they are needed during the night | | | | <p>Have designated night duty staff of least one female and one male.</p> <p>Make sure room doors are open and the lights are on before entering the room.</p> | Staff who hold a current DBS certificate |

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| Activities | All | | | | <p>All camp activities should be risk assessed separate</p> <p>All Instructors qualifications should be checked .</p> <p>NHQ will need to give permission for these activities to go ahead prior to camp taking place</p> | | | | <p>Send a details copy of activities to NHQ prior to camp</p> <p>Obtain the appropriate insurance certificate from NHQ</p> <p>Risk assess any changes to activities</p> | <p>Staff, members , accompanying adults and Instructors</p> |
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| Safeguarding . | All | | | | <p>All staff, helpers etc on camp to hold a DBS form and at least one officer to have completed Children & Young People Safeguarding Training</p> <p>Opposite sex must not be allowed enter or be in tents together</p> | | | | <p>Adults should never find themselves alone with children, make it normal practice to ensure that another adult is nearby within sight and hearing.</p> | Staff, members and accompanying adults |
| Others users | | | | | <p>The risks to other users from your activities are identified along the risks from their activities.</p> <p>Make sure other users have no direct access to your blocks, apartments or sleeping area</p> | | | | <p>Introduce yourself to them as decisions with other site users are useful to reduce any conflict and risks.</p> | |
| Mobile phones Social media | | | | | <p>Mobile phones can cause distress to parents if contacted by a member direct, homesickness, txt and photographs on social media could be misinterpreted .</p> <p>Inappropriate photos taken by members could lead to safeguarding issues.</p> | | | | <p>Have a use of mobile phone policy before going on camp I would recommend a total ban except for party leaders in case of emergencies, many have built in cameras and can compromise safety, photographs taken on camp could cause cyber bullying on or after camp</p> <p>Give out an official home contact number for parents in case of an emergency , check NHQ guidelines for how to deal with an emergency on an activity, camp etc</p> | |

It is important that you discuss your Risk Assessment and proposed actions with all Staff and helpers.

You should review your Risk Assessment, if you think that it might no longer be valid, e.g. Following an accident ,or if there are any significant changed to hazards, such as new activities or equipment etc.

Risk Rating Definitions

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| Potential Severity of Harm | High Death, paralysis, long term serious ill health. | Medium An injury requiring further medical assistance and reporting to NHQ | Low Minor injuries resulting in first aid |
| Likelihood of Harm Occurring | It is likely to happen. | It is fairly likely it will happen. | The event is unlikely to happen. |

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| <p>L</p> <p>S</p> <p>R</p> | <p>Likelihood The probability of a specified outcome</p> <p>Severity The expected consequence of an event in terms of degree of injury or damage</p> <p>Risk The probability of harmful consequences</p> |
| <p>Low</p> | <p>This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.</p> |
| <p>Medium</p> | <p>It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on continued monitoring should occur to ensure that all controls are being adhered to.</p> |
| <p>High</p> | <p>This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then National Headquarters should be consulted before the activity is allowed to take place.. Serious consideration should be given to the reason for carrying out the activity at all.</p> |

All adults to print and sign below to say that you have read and understand control measures

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