

## CLCGB – Risk Assessment

Event Camping

Assessor:

Date:

Ref: RA

TGA Qualifications . Name  
 TGA Qualifications . Name  
 TGA Qualifications . Name  
 First Aid Qualifications . Name  
 Food Hygiene. . 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		
Slips, trips and falls	All	L o w	L o w	L O w	Brief all campers on the topography of the site. Not to run around tents, open fires, make em aware of streams, river, cliffs and others areas of of bounds , no games nr the tents and adult supervision at all times	L o w	L o w	L o w	Block off area between tents, hang white carrier bags on guy ropes so they can be seen at night if not using fluorescent ones Advised on suitable footwear etc	Staff, members and accompanying adults

Drinking water contamination		L O W	L O W	M E D I U M	Ensure adequate clean drinking water supply Use clearly marked containers for drinking water and waste. Never mix them or their pipes up	L O W	L O W	L O W	Ensure that drinking water is filled up from correct clearly marked tap , the waste drain will have its own flushing tap and possible pipe . Never mix the two, use the right tap for the right purpose	Staff, members and accompanying adults
Adverse weather	All	L O W	M E D I U M	M E D I U M	Obtain weather forecast before visit and ensure that persons within party, wear appropriate clothing and footwear , sunscreen , hats,caps, coats etc	L O W	L O W	L O W	Risk assess weather conditions during the camp , paying particular attention to party tents , gazebos etc in high winds.	Staff, members and accompanying adults
Medical emergency	All	L O W	L O W	L O W	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	L O W	L O W	L O W	First Aiders to be present at all times If emergency services are needed, call them immediately and inform Other staff, organisers etc Officers to accompany any one admitted to hospital until parents or next of kin arrives.	First Aiders

Carrying heavy equipment		LOW	LOW	LOW	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	LOW	LOW	LOW	Further. Details on manual handling are available from :- <a href="http://www.hse.gov.uk/research/rrpdf/rr097.pdf">http://www.hse.gov.uk/research/rrpdf/rr097.pdf</a>	Staff, members and accompanying adults
Camp fire  Fire  Cooking facilities  Hazard campfire/ stove burns / fire burns		LOW	LOW	MEDIUM	Establish fire assembly point and practice on arrival Young people sitting around fire Exclusion zone of 3 metres to be maintained around the site, to be clearly marked.  Leader to have audible means of contact i.e. whistle. Adults must help maintain exclusion zone. Ensure gas bottle are switched off at the valve when not in use	LOW	LOW	LOW	Fire  Prohibit cooking in tents Prohibit use of candles in tents Store and change fuel bottles away from heat source, outside the tent in the open air .  Campfire/stove burns  • Ensure fire/sand bucket nearby • Instruct all participants on campfire/stove use • Supervise all cooking	Staff, members and accompanying adults

Vehicle Movement		LOW	HIGH	HIGH	All vehicles to remain in a designated area away from camp . When setting up or breaking camp try to avoid Any vehicle movement within the camp area at all times if this is unavoidable ensure all moving vehicles are escorted .	LOW	MEDIUM	MEDIUM	Set no go boundaries to avoid any contact with moving vehicles	Staff, members and accompanying adults
Supervision and behaviour					The party leader and accompanying staff should have reasonable knowledge of all members in their care, including special needs, medical needs or disabilities . NHQ ratio guidelines to be adhered at all times				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	Staff, members and accompanying adults
Pitching tents Breaking camp					Tents used for sleeping should be at least two metres apart , tents used for cooking should be at least five metres away from other tents Add extra guys ropes if in areas prone to high winds  Beware of tiredness and fatigue when breaking camp				Extra care should be taken when pitching tents in high winds. Be aware of eye injuries from tent poles  If using party tents , gazebos etc for cooking and mess areas make sure that they have extra guy ropes and weights as these are easy to blow away in high winds causing all kinds of dangers such as upturning cooking equipments etc	Staff, members and accompanying adults

Toilets				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				Ensure correct storage of meats, dairy, dried foods Ensure all foods cooked correctly before serving Ensure hand washing prior to eating			All food preparation, menus and cooking to be supervised by an appropriate person holding a food and hygiene certificate	Staff with responsibilities for cooking
Night supervision				Battery operated light to be used and ensure that torches are used when moving around the camp at night			Have a designated night duty staff of least one female and one male.	Staff who hold a current DBS certificate
Activities				All camp activities should be risk assessed separately All Instructors' qualifications should be checked. NHQ will need to give permission for these activities to go ahead prior to camp taking place			Send a details copy of activities to NHQ prior to camp Obtain the appropriate insurance certificate from NHQ Risk assess any changes to activities	Staff, members, accompanying adults and Instructors

# Risk Rating Definitions

L  S  R	Likelihood The probability of a specified outcome
	Severity The expected consequence of an event in terms of degree of injury or damage
	Risk The probability of harmful consequences
Low	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.
Medium	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.
High	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.

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.	

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

[illegible]