

## Wemyss Firs General Risk Assessment – Use of facilities & basic activities (plus COVID-19 considerations)

Name of activity, event, and location	Wemyss Firs General Risk Assessment	Date of risk assessment	14 <sup>th</sup> December 2021	Name of person doing this risk assessment	Alan Evans, Warden, Wemyss Firs
	General Risks - Camping on a Scout Campsite (plus COVID-19 considerations)	Date of next review	December 2022 (or sooner if guidance/legislation changes)		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	<p>For example: young people, leaders, visitors</p>	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<p><b>Covid considerations –</b> General campsite precautions</p>	<p>All participants</p>	<p>Participants ages 12+ should wear a face covering indoors, unless seated/dining or medically exempt.</p> <p>Groups to comply with signage or notices on site to minimise risk of infection.</p> <p>Group leaders are responsible for hygiene and sanitisation of surfaces and touch points at regular intervals throughout the event.</p> <p>Groups are responsible for maintaining an accurate register of participants, including visitors for use by Track &amp; Trace if required.</p>	<p>Groups to stay close to potential changes to guidance or legislation.</p>
<p><b>Site features –</b> Risk of injuries</p>	<p>All present</p>	<p>Participants to remain within site boundary, unless risk assessed by a Leader.</p> <p>Appropriate clothing/footwear is worn at all times.</p> <p>Activities are to be adequately supervised by Leaders, particularly where knife/axe/saw/fire are being used.</p> <p>Activities to be risk assessed in advance with a site walk to review, prior to participants taking part.</p>	
<p><b>Water &amp; Waste –</b> Infection &amp; vermin</p>	<p>All present</p>	<p>Waste to be segregated for recycling, stored in a suitable location and removed from site on departure.</p>	
<p><b>Toilets -</b> Safeguarding issues,</p>	<p>Young people and leaders</p>	<p>The site has separate toilet facilities for males/females</p> <p>Leaders should avoid use of toilets while in use by youth members.</p>	

You can find more information in the [Safety Checklist for Leaders](#) and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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<p><b>Covid considerations –</b> Toilets</p>	<p>All Participants</p>	<p>Groups may choose to allocate toilet cubicles to individual patrols or bubbles to reduce transmission risk.</p> <p>Groups are responsible for keeping their allocated facilities clean &amp; covid safe.</p> <p>Hand washing guidance is in place in all toilet areas.</p>	
<p><b>Covid considerations –</b> Risk of spread of infection</p>	<p>All present</p>	<p>Anyone showing symptoms of COVID-19 (including others in household) should not attend.</p> <p>A detailed attendee list for camp will be maintained by leader team and the “In Touch” contact. Visitors to the site during your event must also be included.</p> <p>Numbers attending should be limited to reduce risk.</p> <p>YP asked not to share phones or other personal items.</p> <p>Participants should carry out lateral flow test prior to your event.</p> <p>Campsite Warden to be kept informed of any positive tests &amp;/or participants exhibiting symptoms</p> <p>Hand sanitiser is provided at various stations around the campsite.</p>	
<p><b>Vehicles &amp; people</b> Risk of collision &amp; injury</p>	<p>All present</p>	<p>Vehicle access main site to be limited with compliance to speed limit (5mph).</p> <p>Participants should be dropped off at the main car park at Standing Stane Road to reduce congestion at the site.</p> <p>Any heavy equipment should be transported by vehicle or trolley.</p>	
<p><b>Covid considerations –</b> Reduce contact at arrival</p>	<p>All present</p>	<p>Participants to be given staggered arrival times to reduce contact if necessary.</p> <p>Parents to drop off at main car park at Standing Stane Road.</p> <p>There will be a sanitiser station at the arrival point &amp; also the gate to our campsite for use on arrival and departing.</p>	
<p><b>Covid considerations –</b> Lateral Flow Testing</p>	<p>All Participants</p>	<p>Although lateral flow testing for residential experiences is only mandatory in England for youngsters aged 12 &amp; over we highly recommend that all participants complete a test prior to the event to enhance our control measure.</p> <p>Where events last more than 48 hours, we highly recommend on-site lateral flow testing for all participants to enhance control measures.</p> <p>We also recommend lateral flow testing at home after the event.</p>	<p>Groups to stay close to potential changes to guidance or legislation.</p>

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<b>Heavy loads and items –</b> Back or other injuries to adults and YP	All present	All heavy kit to be transported directly to the campsite by vehicle. YP to be supervised when carrying bigger items (use a trolley if available). Moving and handling advice or training is recommended for YP prior to moving heavy kit. Pitching of heavy weight tents and marquees must be well supervised and coordinated by Leaders.	
<b>Tents, guy lines, trip hazards, Items stored at low level –</b> Tripping on guy lines and tent pegs, boxes, natural items	Young people and leaders	Implement and enforce “No running” rules around tents and inside mess tents. Games and activities to be set up in designated area away from trip hazards and tents.	
<b>Mallets striking Tent pegs –</b> Slippage of mallet Struck by mallet	All present	Adults to supervise activity and to check mallets are in good condition and not loose or split. Check that tent pegs are suitable size and condition. Ensure that other participants are at a safe distance.	
<b>Sleeping facilities -</b> Safeguarding issues	Young people and leaders	Ensure sleeping facilities provide appropriate division of adults and YP.	
<b>Sleeping facilities – fire safety</b>	All present	Under no circumstances should participants sleep in any of the buildings on-site. These have not been approved for sleeping accommodation and therefore do not have the appropriate level of fire compartmentation.	
<b>Covid considerations –</b> Sharing of accommodation	All present	<i>Use small sleeping groups to minimise the COVID risk (for example two people sharing a four man tent). With a maximum capacity of two thirds occupancy.</i> <i>Tents to be ventilated extensively daily.</i> <i>Tents to have sufficient airflow (eg. vents) overnight.</i> <i>Encourage head to toe sleeping to keep heads wider apart overnight.</i> <i>Tidy daily. In particular, remove any used tissues, wipes, etc</i>	
<b>Food –</b> Food poisoning	Young people and leaders	Menu planned to suit facilities available with correct storage of food. Fridge temperature to be checked twice daily. All to clean hands thoroughly before preparing or consuming food	

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<p><b>Covid considerations –</b> Communal areas</p>	<p>All present</p>	<p>Avoid maximum capacity in rooms and mess tents where possible. YP aged 12+ to wear face covering indoors, unless seated/dining or medically exempt.</p>	
<p><b>Tables –</b> Risk of collapse during cooking and activity</p>	<p>All present</p>	<p>Ensure folding tables are correctly assembled. Use wooden boards outdoors if ground is soft or uneven.</p>	
<p><b>LPG gas bottles</b> Gas hoses and cooking equipment Leakage of gas and fire.</p>	<p>Young people and leaders</p>	<p>Any portable gas equipment/bottles brought to the campsite by Groups are not approved for use in the cabin or within 6 meters of the exterior. Hoses and regulators to be checked for good condition and well maintained. Check for “Replace by” dates where applicable. LPG cylinders to be positioned outside tents and doors open during use for good ventilation. Fire extinguisher / fire blanket / fire bucket positioned outside tent near to cooking area. Fire Alarm &amp; evacuation procedure set up for the whole camp. Gas cooking and lighting equipment to be used outdoors, in designated areas only. Extreme care with liquid fuel light systems. Battery torches only in sleeping tents. No cooking in sleeping tents.</p>	
<p><b>Cooking –</b> Hot surfaces Hot liquids Cooking fats Risk of fire Burns/scalds</p>	<p>Young people and leaders</p>	<p>Mount cooking equipment on stable table’s only, using boards to prevent subsidence if necessary. Fire blanket and fire extinguisher must be available in any cooking tents. Keep flames as far away from tent sides as possible. Use a guard where available. Keep cooking area clear of obstructions. YP to enter cooking tents/kitchen only when supervised by a Leader. First aid kit available on site. First aider to have knowledge of burns and scalds.</p>	

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<p><b>Using Open Fires –</b> Risk of burns from mistakes or misuse. Starting fires - creating sparks</p>	<p>All present</p>	<p>Fires to be lit in designated areas only, or in altar fires.</p> <p>Leaders to supervise fire lighting and cooking activities.</p> <p>Keep area around the fire free of trip hazards.</p> <p>Keep woodpile well away from the fire - at least 2 metres</p> <p>Brief YP on safe use of cooking equipment or fire before use and on the possible dangers of fire lighting.</p> <p>Have clear rules for fire lighting including – for example: no picking up burning wood; no throwing objects onto the fire etc.</p> <p>Do NOT use accelerants on the fire (any substance or mixture that accelerates or speeds the development and escalation of fire) – such as petrol, lighter fuel and other spirits.</p> <p>Avoid loose clothing around fires – watch out for open coats, sleeves and scarves. Tuck them in and keep coats, hoodies fastened. Tie back loose hair. Do not reach over fires or flames.</p> <p>First aid kit available on site. First aider to have knowledge of burns and scalds.</p> <p>Participants to be aware of location of cold running water to treat burns and scalds.</p>	
<p><b>Bacteria –</b> Dirty utensils Hygiene Food poisoning</p>	<p>All present</p>	<p>Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp.</p> <p>Wash hands after using toilets and all field activities and before eating.</p> <p>Hand washing area set up and regularly maintained by leader team.</p> <p>Cooking and eating pots, pans, utensils and crockery to be washed with hot soapy water before and after use.</p>	
<p><b>Covid considerations –</b> <i>Personal hygiene</i></p>	<p><i>All present</i></p>	<p><i>Hand sanitiser to be used at regular intervals between hand washing.</i></p>	
<p><b>Axe and saw –</b> risk of injury to non-participants or observers.</p>	<p>All present</p>	<p>Axe and saws to be used in designated chopping areas only.</p> <p>Participants to be aware of the safe zone surrounding chopping areas.</p> <p>Ensure all equipment is kept secure when not in use.</p> <p>Use of equipment by YP to be supervised by Leader.</p>	
<p><b>Behaviour –</b> risk of overexcitement</p>	<p>All present</p>	<p>Groups to implement a code of conduct whilst on camp.</p> <p>Leaders to control Group behaviour.</p>	

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<p><b>Appropriate adults –</b> Injuries from poor management of camp, activities and facilities</p>	All adults	<p>Nights Away Permit Holder to be on-site for the duration of the camp.</p> <p>Leaders should have completed at least the minimum training requirements of The Scout Association.</p> <p>Nights away risk assessment and nights away notification to be submitted to the relevant DC plus the Kirkcaldy District DC (Host DC) 7 days prior to your event.</p>	
<p><b>Activities</b></p>	All participants	All activities to have individual risk assessments.	
<p><b>Covid considerations –</b> <i>Activity numbers and equipment</i></p>	<i>All present</i>	<p><i>Plan activities with minimal equipment requirement.</i></p> <p><i>Limit volume of equipment used where possible.</i></p> <p><i>Have sufficient equipment to limit sharing where possible.</i></p> <p><i>Clean down activity equipment before and after use.</i></p> <p><i>Assign specific items to individuals for the activity if possible.</i></p> <p><i>Use of hand washing / hand sanitiser before &amp; after all activities</i></p>	
<p><b>Incidents –</b> Risk of prolonged/increased injuries from lack of management</p>	All present	<p>Suitable first aid cover is in place.</p> <p>Details of local doctors are held by all Leaders.</p> <p>Ensure robust InTouch process is in place</p> <p>Medication to be stored securely and leaders to supervise schedule of taking medicines</p> <p>Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals</p>	
<p><b>Covid considerations -</b> <i>First Aid Incident requires treatment of individual</i></p>	<i>All present</i>	<p><i>Provide suitable PPE: disposable gloves masks, aprons for use in administering.</i></p> <p><i>In the event of an accident or anyone taken ill (showing signs of COVID) - provide safe space away from others and arrange for transport. Other YP should be kept away from the area.</i></p>	
<p><b>Biting insects –</b> risk of long-term effects</p>	All present	<p>Leaders to refer to the “Watch Out Ticks About” notice and brief participants on what to do in the event of a tick bite.</p> <p>Participants to bring their own treatment (eg. bite relief gel) to sooth insect bites.</p> <p>Leaders to monitor any participants who have been bitten by an insect for worsening symptoms.</p>	

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<b>Water storage</b> – risk of legionella bacteria	All present	Separate Water Safety Risk Assessment in place and relevant periodic actions completed by Wemyss Firs Committee.  Limit any storage of water. Use fresh running water.	
<b>Trees</b> – risk of falling trees/branches	Leaders	Leaders to complete a site walk prior to participants arriving looking for obvious tree defects. Any immediate concerns to be reported to the Campsite Warden ASAP and the area to be kept clear.  Where Met Office weather warnings of wind at level yellow or above, Groups should carefully consider the potential risk and cancel their event if deemed unsafe.  Wemyss Firs Committee to employ professional LANTRA approved professional to complete annual safety inspection of all trees in immediate camping area.	
<b>Dark nights</b> – risk from poor visibility	All participants	Battery torches to be used where there is insufficient lighting in place.  Exterior cabin lights and car park bollards to be switched on after dark.	
<b>Wildlife/Pets</b> – risk of attack	All participants	Do not approach wild animals.  Dog walkers to be asked to keep dog on a short lead.	

<b>Completed by</b>	<b>Alan Evans</b>	Warden, Wemyss Firs	14th December 2021
<b>Approved by</b>	<b>George Graham</b>	Chair, Scouts Kirkcaldy	19th December 2021

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