

Risk Assessment

General overview to assist with the preparation of a Risk Assessment for residential camping at Harwes Farm CIC

It is important that visitors assess the risks applicable to their event/visit to satisfy their own policies around best practice.

Assessing the risk		
Hazard List significant hazards to do with: 1 the site itself 2 the group 3 the leaders involved	Follow the process below: using a risk rating may help	What control measures are in place? For example: • Visiting group • the use of control measures • your own experience • your own control measures
1 The site itself (may require a pre- visit) • physical hazards • transport to and from • residential arrangements • group management / movement • access to 'others'	Stage one: Planning Assess the risks involved in column one: • how likely are they to happen? • how serious would it be?	Site: (see example)
2 The group itself • age • experience of young people • behaviour expectations • special needs or requirements • leader knowledge of the group	Remember, this can be: • physical harm • group behaviour disruptions • poor management systems. Stage two: Action • Read current camping guidance.	Group:
3 The leaders involved • qualifications • experience of similar events • induction of support 'leaders' into visit management procedures	• Review your existing policies and procedures – are they adequate? • Develop any additional control measures required. • Reassess the risk using your control measures – are they sufficient? • Record new or significant control measures in the next column and ensure everyone concerned understands them.	Leaders: Note: The group should be having a risk assessment

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Remember - it is important that the YOU assess the risks applicable to YOUR event and activities

Assessing the risk		Managing
Hazard	Who at risk, likelihood	Control Measures

<p>Activities</p> <p>Activities will be different at each event – The Project Director and/or Co Director need to list activities, consider who is at risk, consider control measures and how risks will be monitored and where responsibility lies.</p> <p>List activities – are any hazardous? n.b. Partners delivering activities must show their liability insurance documents and</p>	<p>All participating in activity?</p> <p>Potentially very serious?</p> <p>Is risk high? Would it be low with control measures?</p>	<p>Which partner organises activity?</p> <p>Are leaders qualified in certificates?</p> <p>Activities should be off health forms carried by activities.</p> <p>Participants instructed appropriate safety equi</p> <p>Off site activities: copie Group Leader has cont</p> <p>Annual check of activity</p>
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Hazard	Who at risk, likelihood	Control Measures	Monitoring
<p>Tentage, Fire shelters and other associated equipment</p>	<p>All participants and visitors.</p> <p>Potentially very serious.</p> <p>Low risk with control measures in place.</p>	<p>Harwes Farm CIC is an approved venue for outdoor education, recreation and retreat – currently seeking Learning Outside The Classroom accreditation.</p> <p>All participants warned of dangers and to be supervised by leaders during setting up and striking of their camp.</p> <p>All leaders of visiting groups and HF CIC Project Director and Co Director to ensure adequate entrance and exit points to and from tents & kitchen areas</p> <p>All leaders as per definition above to ensure all equipment is set up in accordance with HF CIC health and safety policy guidelines.</p> <p>All leaders as per definition above to provide training for tent and fire shelter pitching, striking and maintenance to participants.</p> <p>All participants to report defects and damage, as soon as possible to visiting group leaders and Project Director and Co Director as appropriate,</p> <p>All canvas is checked annually by equipment owner for damage and is repaired or with-drawn</p>	<p>Ensure control measures remain effective. Re-assess if any doubt.</p> <p>Ongoing visual checks of equipment to be carried out and any defect to be corrected and reported to visiting group leaders and HF CIC Project Director and/or Co Director, preferably both.</p> <p>At the end of camp a visual check of all equipment must be carried out by visiting leaders and/or HF CIC leaders dependant upon ownership of equipment before storage. Any defect should be reported to the Equipment Secretary or in the case of HF property, the Project Director and Co Director.</p> <p>Equipment to be maintained as per manufacturers guidelines.</p> <p>Continual assessment of staff Qualifications and experience.</p> <p>All accidents and near misses to be reported in accident book in accordance with HF CIC</p>

<p>Stranger danger/ child protection issues/ Safe From harm</p>	<p>All participants.</p> <p>Potentially very serious.</p> <p>Control measures in line with current good practice – low risk with control measures in place.</p>	<p>All adult leaders have been advance checked through the disclosure process in order to comply with regulations. In accordance with HF CIC Safeguarding Policy and supporting documents.</p> <p>All leaders need preferably to have Disclosure Barring with their own organisation services. All HF CIC staff to be cleared in accordance with HF CIC safeguarding policies and supporting documentation. Alternatively, any adult not checked should not be left unaccompanied with any child or young person at any time. Leaders should be vigilant to security issues at all times of the day and night.</p>	<p>Continued vigilance by leaders and other staff that there is no unauthorised access to the campsite.</p> <p>Ensure full compliance with disclosure process and Safe From Harm policies and review as appropriate.</p> <p>All accidents and near misses to be reported in accordance with HF CIC Accidents policy.</p>
		<p>All leaders as per definition above will check the Camp site before going to bed and a nominated member of staff will remain on call throughout the night.</p> <p>All visitors to the site must make themselves known to the Project Director and/or Co Director, preferably both.</p> <p>All Leaders to inform Project Director and/or Co Director of visitors to the site.</p> <p>HF CIC leaders to inform visiting group leaders about visitors to the site.</p> <p>Any building doors should be closed at night time.</p> <p>Participants briefed on site rules and advised if other adults are on site.</p> <p>Participants are not allowed to leave the site at any time unless for specific, supervised activities.</p>	

<p>Road safety – Access & Internal Roadway. One internal roadway and Car park.</p>	<p>All participants. Potentially very serious. Low risk with control measures.</p>	<p>Access is via Jerusalem Farm, Great Edge Farm and on foot via various public footpaths. Access agreed upon booking in accordance with HF CIC planning permissions with Pendle Borough Council. Groups will be advised on arrival and departure strategy to relieve congestion in roadway. Fluorescent Jackets are available for leaders on traffic duty.</p>	<p>Continuous monitoring of campsite policies and amendments made where appropriate. All accidents and near misses to be reported in accordance with The Scout Association guidelines.</p>
<p>Environment and Weather</p>	<p>Low risk with control Measures</p>	<p>There is a risk of insect bites. Recommend that participants bring their own insect repellent. It is recommended that there is no smoking on site – it is illegal to smoke in any of the buildings on site. If smoking is to be permitted it should be undertaken in a discreet manner, in a previously agreed appropriate place away from activity. All leaders as per definition above to ensure adequate wet and hot weather provision and ensure that participants are complying with requests and using the provision.</p>	<p>Leaders are trained in First Aid with dedicated first aid person/s. The weather will be monitored by leaders during an event and, if necessary extra measures will be taken, including implementation of the emergency plan. All accidents and near misses to be reported in accordance with The Scout Association guidelines.</p>
		<p>All leaders to ensure before events that all participants have appropriate wet weather clothing and sun protection. All leaders to secure tentage in the event of high winds and rain.</p>	
<p>Site Buildings:</p>	<p>All Participants Low Risk.</p>	<p>All Buildings are maintained by the Project Director and/or Co Director preferably both who carry out inspections to ensure compliance with regulations. No unauthorised persons are allowed to enter areas marked out of bounds at any time during their stay. Harwes Farm is a private residence.</p>	<p>All areas to be kept clean and tidy. Any faults to be reported via the Scouter in Charge to the Duty warden or other appropriate persons. All accidents and near misses to be reported in accordance with The scout Association guidelines.</p>

<p>Camping Area – Slips, Trips & Falls Campfire Circles</p>	<p>All participants Low Risk</p>	<p>Tents should be storm set where possible and allow for easy access/egress. Sufficient space is available as an activity area. Participants advised on appropriate footwear Campfire circle is to be used in accordance with HF CIC Fire safety policy and supporting guidelines for best practice. Full fire safety checks are maintained by fire services and measures put in place to ensure fire safety at all times both outside and inside any buildings. Fire extinguishers, provision of water barrels and fire blankets to be placed in agreed position in camping area during camping.</p>	<p>Regular reviews and inspections of the areas are needed to ensure the site is free of anything that may cause harm. Continuous review of campsite policy and procedures, ensuring good practice. All accidents and near misses to be reported in accordance with The scout Association guidelines.</p>
<p>Cooking/Catering</p>	<p>All participants Potentially very serious. Low risk with control measures.</p>	<p>All leaders as per definition above, to be made aware regarding dietary requirements. This includes volunteer workers on duty. All leaders as per definition above to be responsible for the safe set up of Kitchen areas. Participants are advised of safety, hygiene and food handling procedures when cooking and using fires. Food is purchased, stored and cooked in accordance to Food Safety Guidelines. HF CIC to ensure persons responsible for cooking have adequate experience and relevant qualifications where appropriate. HF CIC hold Food Hygiene Certificate.</p>	<p>Continuous review of cooking, hygiene and safety procedures, ensuring good practice. Ongoing consultation with participants with particular dietary requirements. All accidents and near misses to be reported in accordance with The Scout Association guidelines.</p>

Health and Hygiene

Low with Control Measures

Participant's health information / forms are the responsibility of the visiting group leader.

Emergency contact procedure (visiting group's own policies) in place. HF CIC to support emergency action and contact in accordance with own Emergency policy and supporting documents and risk assessments.

First Aid staff to be nominated from both visiting group leadership and HF CIC and compliance with procedures to be followed at all times in accordance with HF CIC Accidents policy and visiting group's own policies for best practice.

Continuous review of site policy and procedures to take place, ensuring best practice.

All accidents and near misses to be reported in accordance with HF CIC Accident policy.

Fire

Low with Control Measures

All participants are to be briefed on fire procedures, including the location of fire assembly points and equipment.

Fluorescent Jackets are available for leaders in the event of an emergency

All participants briefed on safe practices

All gas equipment to be used in accordance with the manufactures instructions

Arrange layout of site to maximize supervision and observation of fires and cooking areas and to minimize risk of fire to sleeping tents.

