



# GENERAL CAMP RISK ASSESSMENT CPCW 2022



## County Patrol Camping Weekend 2023

IDENTIFIED HAZARDS	THOSE AT RISK	CONTROLS IN PLACE	AMMENDMENTS
<b>SITE FEATURES-</b> Risk of Injuries	All present	<ul style="list-style-type: none"> <li>• Out of bounds areas briefed to Zone Leaders and Adult Leaders. Zone Leaders to disseminate information to YP on Zone.</li> <li>• Safety gap in place between Zones as fire stop and for emergency vehicle access.</li> <li>• Traffic control system in place and operated by Fairies for all vehicles entering and leaving site.</li> <li>• No vehicle zone clearly marked for duration of camp except for Fairy Service vehicles and emergency vehicles</li> <li>• Marked routes around and onto the site to minimise contact with vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• All injuries and incidents to be reported to event admin team and First Aid Team</li> </ul>



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<p><b>WATER AND WASTE</b> Infection and vermin</p>	<p>All present</p>	<ul style="list-style-type: none"> <li>• All attendees to be advised ASAP as to what systems are in place for disposing of waste water, food and packaging.</li> <li>• Fat traps to be used by each zone to strain cooking and washing water.</li> <li>• Materials to be recycled where possible using the labelled system and are to be collected on Zone as part of the sustainability program for the event.</li> <li>• All general and camping areas to be kept clean and tidy. Litter plod to be undertaken at the end of the event.</li> <li>• Drinking compliant water is provided to the site via designated taps.</li> </ul>	
<p><b>TOILETS</b> Safeguarding</p>	<p>Young people, adults and leaders</p>	<ul style="list-style-type: none"> <li>• Porta loos on Zone allows segregation of adults and Young People in the limited facilities of the site.</li> </ul>	<ul style="list-style-type: none"> <li>• Zone staff to regularly check zone toilets for suitability and cleanliness at regular intervals over the camp</li> </ul>



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		<ul style="list-style-type: none"> <li>• Adult staff to use designated adult toilets only</li> <li>• Zone staff to use zone porta loos observing safeguarding at all times but only have single person use toilets. Males and females to share this zone toilet facility</li> <li>• All Adults attending the event and staying overnight will be required to provide a DBS number via Woggle-Events and this will be signed and checked off by the Adult Lead for the event PRE-EVENT. No DBS and no Adult to stay on site overnight.</li> </ul>	<ul style="list-style-type: none"> <li>• Non DBS Adults identified with a different coloured wristband and will be checked off site and out by Admin each day and will NOT be allowed to stay on site overnight UNDER ANY CIRCUMSTANCES .</li> <li>• Where an adult arrives for the event and has not pre-registered via Woggle Events and wish to stay at the event overnight will require EVENT ADMIN to complete forms manually on paper and provide a DBS number that is to be checked via Compass by two senior members of the event team before being issued a wristband that allows them to stay overnight at the event.</li> </ul>
<p><b>VEHICLES AND PEOPLE</b> Risk of collision and injury</p>	<p>All present</p>	<ul style="list-style-type: none"> <li>• Arrivals and departures staggered from 6pm to 8pm and controlled by designated traffic staff</li> <li>• Drop off zone managed by fairies/ volunteers in</li> </ul>	



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		<p>high viz vests in accordance with the site set up and infrastructure and vehicles RA</p>	
<p><b>FOOD</b> Food poisoning</p>	<p>All present</p>	<ul style="list-style-type: none"> <li>• Menu planned to suit facilities for adults on site.</li> <li>• Zone leaders to supervise all Young People on zone to ensure meeting basic and essential food safety hygiene and standards.</li> <li>• All to clean hands before preparing and eating food</li> <li>• OXCHEFS to follow their RA.</li> </ul>	
<p><b>Gas Bottles</b> <b>Gas hoses and cooking equipment</b> <b>Leakage of gas</b> <b>Altar Fires</b></p>	<p>All present</p>	<ul style="list-style-type: none"> <li>• No gas to be used on zones by Patrols.</li> <li>• Altar fires only</li> <li>• Gas cylinders to be positioned outside tents and door open during use for good ventilations. Only to be used by Oxchefs on site in designated areas.</li> <li>• Fire fighting equipment positioned near cooking areas</li> </ul>	<ul style="list-style-type: none"> <li>• Altar fires to zone by Fairies pre-event</li> <li>• Zone staff to check Patrols have water in bucket next to all altar fires on site</li> </ul>



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		<ul style="list-style-type: none"> <li>• Fire water buckets for each zone by Patrols and to be monitored by zone staff</li> <li>• Fire alarm and evacuation procedure for whole camp in place</li> </ul>	
<b>COOKING</b> Hot solids and liquids Risk of fire Burns	All present	<ul style="list-style-type: none"> <li>• Cooking on zones by individual Patrols and supervised by Zone staff</li> <li>• All cooking areas clear and free of obstructions</li> <li>• First aid kit to be available in each zone camp area zone box.</li> <li>• First aid available on site by First Aid Team</li> <li>• OXCHEFS area only to be entered by OXCHEFS staff unless permission obtained.</li> </ul>	<ul style="list-style-type: none"> <li>• Zone manager to ensure Zone rules have been clearly communicated to PL'S and APL'S of each Patrol at start of camp to pass onto their Patrols</li> </ul>
<b>BEHAVIOUR</b>	All present	<ul style="list-style-type: none"> <li>• Zone leaders to set clear expectation of behaviour.</li> <li>• Zones rules sheet for event to be followed at all times</li> <li>• Activity/ admin staff to feed back any</li> </ul>	

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		<p>inappropriate behaviour to the zone leaders</p> <ul style="list-style-type: none"> <li>• Zone Leaders to support Event staff in any behaviour incident</li> <li>• Event Lead has final decision on any behavioural incident and has the right to send a Young Person home at any time from the camp for any inappropriate behaviour physically or verbally to event team or other Young People on camp.</li> <li>• Reporting of any incident to use wristband numbers only</li> </ul>	<ul style="list-style-type: none"> <li>• Zone Rules to be issued pre-event to Zone Leaders</li> </ul>
<p><b>APPROPRIATE ADULTS</b></p>	<p>All adults</p>	<ul style="list-style-type: none"> <li>• Ensure all leaders, admin staff and adult helpers have completed appropriate enquires.</li> <li>• No external contractors for this event</li> <li>• Ensure no adult is alone with a YP. Brief all adults to this effect.</li> <li>• All adults and Young People on site to be pre-</li> </ul>	<p>Adult Lead to undertake Adult Briefing Friday evening and Zone Leaders to be briefed by Zone Management Team</p>

		<p>registered to the event via the event website and to have completed all necessary event documentation before being granted access to site.</p> <ul style="list-style-type: none"> <li>• Non DBS Adults to have different coloured wristband to DBS Checked staff.</li> <li>• Adult lead for event to pre-check and certify on website system prior to any adult entering the camp.</li> <li>• DBS Checked adults to wear appropriate colour wristband.</li> <li>• All adults to be given Orange, Purple &amp; Green Card on registering into the event.</li> <li>• All event staff and Adult Leaders have a right to challenge any other adult on site to see their wristband to ensure a safe and controlled site.</li> </ul>	
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	All present	<ul style="list-style-type: none"> <li>• Camping area for YP separate from staff camping area on Zones and off Zones.</li> <li>• Adult Toilets and changing area to be clearly identified and pointed out to YP not to enter. Signs in place.</li> <li>• No YP allowed in any Adult camping areas.</li> </ul>	
<b>INCIDENTS</b>	All Present	<ul style="list-style-type: none"> <li>• Suitable First Aid cover is in place with First Aid Lead (I Broome)</li> <li>• Details of local emergency department are held by Admin Team</li> <li>• Robust In-Touch process in place.</li> <li>• All information for Adults and Young People available to event staff and First Aid Team in accordance with GDPR.</li> <li>• Information stored on Event Website system</li> </ul>	
<b>HEALTH ISSUES</b> Cold & Wet	All present	<ul style="list-style-type: none"> <li>• First Aid Team on site to assist with any extreme incidents.</li> </ul>	Review depending on weather conditions over duration of event.



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		<ul style="list-style-type: none"> <li>• Space blankets available via Admin</li> <li>• Zone Staff to provide sheltered area on zone and fire for warmth at all times</li> <li>• Young People and Staff instructed to wear and provide waterproof trousers and jackets for the event</li> </ul>	
	<p>Health associated with cleaning toilets etc.</p>	<ul style="list-style-type: none"> <li>• Cleaned portaloos to be delivered at start of event and removed at end by third party provider. Cleaning and replenishment of supplies during event to be done by those with appropriate PPE, isolating WC during that time.</li> <li>• Admin to supply Fairy Team / Zone staff with any hand sanitiser / soap / toilet roll for duration of the event</li> <li>• Zone staff to check toilets at regular intervals over weekend for cleanliness</li> </ul>	

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Hot Weather / Sunny	All Present	and suitability for Young People	
		<ul style="list-style-type: none"> <li>Email pre-event to all staff and leaders to inform YP to bring water bottle / hat and sun-cream</li> <li>YP and all staff briefed and reminded at Flag Break each day to make sure drinking enough and using sun cream</li> <li>Water points identified around site to YP and staff.</li> <li>All staff and FA Team to be more aware of signs of sun stroke and dehydration in YP and staff</li> <li>Sunburn – YP told to use sunscreen and cover up where appropriate</li> </ul>	
	Illness including possible COVID infection	<ul style="list-style-type: none"> <li>Any person attending the event who develops a temperature, cough, malaise, nausea or vomiting should be isolated from others in a well ventilated area and</li> </ul>	



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<p><b>AXE &amp; SAW</b></p>		<p>arrangements made for them to be collected from the site ASAP using the In- touch system.</p> <ul style="list-style-type: none"> <li>• First Aid Team to advise Event staff on preferred course of action for non-covid based illness.</li> </ul>	
	<p>Young People, Zone Staff, Event Staff, Activity Staff</p>	<ul style="list-style-type: none"> <li>• Any axe or saw work on Zone to be undertaken in designated and secure 'chopping area' and to be supervised at all times by Zone Staff.</li> <li>• Activity staff to set out - chopping zone' and monitor at all times with supervision</li> <li>• One Young Person and maximum one adult leader in CHOPPING ZONE at any one time.</li> <li>• Sturdy and solid footwear (no trainers) to be worn at all times by and person in the chopping zone.</li> <li>• Young People to receive instruction on the correct and safe use of axe &amp; saw from competent Adult</li> </ul>	<p>Zone Manager to undertake visual inspection of all Zones meeting required standard at regular intervals over the weekend. Take appropriate action and suspend / stop any chopping and /or sawing activity if not meeting required standard.</p>



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		<p>Leader / zone staff before allowing any activity.</p> <ul style="list-style-type: none"> <li>• Zone axes and saws to be securely stowed by Zone staff when not in use by Young People on zone.</li> </ul>	
<p><b>Site Security</b> General public possible access</p>	<p>All present</p>	<ul style="list-style-type: none"> <li>• Site has no physical boundary and can be accessed by general public for complete site boundary</li> <li>• Wristband system in use for the whole event to identify all registered Young People and Adults</li> <li>• Be aware of other adults and Young People on site</li> <li>• Politely challenge any person who may not have a wristband of seem suspicious or out of place</li> <li>• If any person found not to have a wristband, immediately report that person to admin and monitor the person safely and from a distance.</li> </ul>	<ul style="list-style-type: none"> <li>• All event staff to monitor at all times</li> </ul>