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| **Name of Section or Activity** | 4th Knowle Sea Scouts  Camp fire | **Date of risk assessment** | **01/09/2020** | **Name of who undertook this risk assessment** | Susie Hawker | **COVID-19 readiness level transition** | Red to Amber |

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| **Hazard Identified? /**  **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?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Venue: Ladywood Farm, Elvers Green Lane, Knowle, B93 0AA**  **Activities planned: Campfire with some backwoods cooking (no raw meat)** | | | |
| Hazard: Leader Competence  Risk: Personal injury | Scouts and Leaders | Section leaders must check that all leaders at the activity have up to date safety and safeguarding accreditations.  At least one leader present must have a current first aid certification  At least one leader present has experience of backwoods cooking and lighting fires |  |
| Hazard: insufficient supervision  Risk: personal injury | Scouts and leaders | The correct leader to scout ratios must be met as per POR for each group  Groups of scouts to be close enough together that they can be supervised appropriately |  |
| Hazard: Insufficient daylight  Risk: personal injury | Scouts and leaders | Lighting to be provided, if needed, in the form of battery operated lanterns.  All to have a working head torches |  |
| Hazard: COVID-19  Risk: Infection spread at event location | Scouts and leaders | Limit group size as per current scouting requirements  Group to meet at an outside venue – Ladywood Farm – the allocated fields and campfire area are large enough for social distancing to take place  Leaders allocated to a specific group of scouts and to stay with that group for the whole event  Scouts reminded during safety briefing, and if needed during the event, to socially distance from others  Group to remain in allocated areas 25m apart  Hands sanitized (with supervision) |  |
| Hazard: COVID-19  Risk: Infection spread at arrival location | Scouts and leaders | Car share discouraged via parent email prior to event  Staggered arrival time decided in advance  Drop off in layby (parking for approximately 10 cars)  Leaders to meet with their group at drop off point  Parents encouraged to stay in vehicles and leave as soon as possible  Social distance and isolation reminder and COVID-19 symptom list included on event instructions via email  Leader to check scouts are symptom free and not been asked to isolate as part of check and trace – scouts sent home who have symptoms or isolation instructions  Safety briefing including the Scout Association COVID code at start of event  Hands to be sanitized under supervision |  |
| Hazard: Struck by vehicle  Risk: Personal injury | Scouts, leaders and parents | Parents to be encouraged to stay in vehicle and leave drop off point as soon as is possible  Staggered drop off and pick up times to minimise number of cars in the area at one time  Parents asked to enter the lane from the Knowle end and operate a one way system to minimise congestion at drop off and pick up  Scouts to be supervised by leaders at the side of the road and walked a short distance along the verge to the activity fields  Leaders to wear high vis jackets  Leader cars parked in field if allowed by land owner.  Leaders to arrive and leave at least 10 minutes before and after the scouts |  |
| Hazard: Late arrivals  Risk: Scout left unattended | Scouts | Use of event register to book scouts in as they arrive  Contact parent/carer if scout does not arrive as planned and no contact has been made  Ten minute time allowance in plan of evening for arrivals before moving to the field allocated |  |
| Hazard: Incorrect footwear  Risk: Personal injury | Scouts and Leaders | Scouts and leaders asked to wear walking boots as part of event instructions  Footwear checked prior to event starting  Incorrect footwear will mean that person cannot take part in the activity |  |
| Hazard: Electricity pylon  Risk: personal injury | Scouts and leaders | At safety briefing at the start of the event, scouts told about the pylon and the need to avoid it.  Pylon is not in the area we will be using for the night but we do walk through the field it is in.  Route used is at a safe distance from the pylon |  |
| Hazard: COVID-19  Risk: Infection spread sharing of drinks or food | Scouts and Leaders | Food and cooking implements provided by leaders, one per scout  Own hand sanitiser to be bought to the event  Own water bottle to be bought to the event  Leaders to carry spare hand sanitiser  At safety briefing a reminder not to share drink or food and to sanitise hands before drinking or eating  Hands to be sanitized under supervision |  |
| Hazard: Slips, trips and falls  Risk: Personal injury | Scouts and Leaders | Scouts and leaders instructed to wear appropriate footwear and this to be checked before the event starts  Scouts and leaders warned of potential hazards (wet grass, uneven ground, tree roots) prior to event starting  First aid kits to be available  At least one leader to be first aid trained |  |
| Hazard: Burn from fire  Risk: personal injury | Scouts and leaders | Safety briefing before lighting fires.  Hand gel (flammable) to be kept away from fires and not in pockets etc  Hand gel to be applied away from sources of ignition and allowed to dry thoroughly before approaching the fire  Safe distance from the fire when lighting, cooking etc  Sleeves to be rolled up  Water containers to be filled prior to the event  Adjacent small river identified to all at event as source of water if required  At least one leader to be first aid trained  Leaders to monitor behaviour and safety close to the fire |  |
| Hazard: Animal faeces  Risk: personal injury | Scouts and leaders | At safety briefing, scouts informed that the site is a working farm.  There is no livestock in the fields we are using.  Scouts to avoid touching animal related products like wool on fences or faeces)  Scouts reminded to leave the site as we found it and to avoid leaving any litter etc |  |
| Hazard: Burn from hot equipment  Risk: Personal injury | Scouts and leaders | Safety briefing before lighting fire  Water containers to be filled prior to the event  Adjacent small river identified to all at event as source of water if required |  |
| Hazard: fire gets out of control  Risk: Damage to property and personal injury | Scouts and leaders | Water containers filled prior to the event  Sufficient containers used to enable all fires to be extinguished  Only allocated areas to be used for fire lighting.  Ensure area is cleared of dry flammable material such as leaves before fire lighting  Fire area is a designated campfire circle with space for all scouts to access safely whilst socially distancing  Prevailing wind identified to all at event and taken into consideration when lighting fire  Fire size kept to a reasonable size for the environment  Fire size to be monitored by leaders |  |
| Hazard: River  Risk: personal injury | Scouts and leaders | All attendees to be made aware of the small river running through the site during safety briefing and the boundaries of the space we are using  No scouts to enter the river water  If water is required, a leader is to access the water by stepping into it off the bank at a low point  Weather conditions monitored and in the case of heavy rain prior to the event, the river levels will be checked and the event cancelled if they are too high |  |
| Hazard: Nails in wood  Risk: personal injury | Scouts and leaders | All at event to wear walking or stout boots  If the wrong footwear is worn, the person will not be able to take part in the event  The wood used for the fire is to be such that minimises the occurrence of nails for example, no pallets |  |
| Hazard: Allergens present  Risk: allergic reaction | Scouts and leaders | Scouts or leaders with food allergies identified to all leaders  Medication location known to all leaders  At least one leader first aid trained in group  Scouts to identify themselves to their group and describe the allergens  Care taken with food to prevent cross contamination  Separate utensils and food for each scout |  |
| Hazard: Smoke  Risk: difficulty breathing | Scouts and leaders | Dry wood to be used to minimise smoke  The appropriate wood is to be used, for example, no treated wood to be used  Prevailing wind to be identified to all at event and scouts encouraged to think about this when siting themselves near a fire  Scouts or leaders with asthma identified to all leaders. Leaders to ensure the location of inhaler is known |  |
| Hazard: hot embers  Risk: personal injury, fire hazard | Scouts and leaders | At the end of the event, all fires to be extinguished using water.  Embers to be raked over to ensure that they are completely extinguished  All at event to be made aware of where the embers are located |  |
| Hazard: adverse weather  Risk: increased slipping, wet clothing, fire spread risk increases | Scouts and leaders | Weather to be assessed two hours before event start. Leaders to agree if safe to proceed.  Scouts asked to bring waterproofs in event instructions sent via email. This is checked at drop off  In the event of weather deterioration (rain) during the evening, scouts instructed to wear waterproofs  Remind scouts to take care on wet grass  Event modified to suit conditions or maybe stopped part way through the event (wind/rain) |  |
| Hazard: damaged equipment or poor use of equipment  Risk: Personal injury | Scouts and leaders | Equipment used to be checked by the leaders prior to the event  Scouts reminded of the proper use of the equipment  Equipment removed if any damage occurs during the event |  |
| Hazard: COVID-19  Risk: Infection spread through contact with other users of the site | Scouts and leaders | Leaders assigned to a group stay with that group.  Scouts not to swop groups  Scouts reminded to not approach other users of the site (other scouts)  Leaders to ensure a 25m gap between groups is maintained at all times |  |
| Hazard: COVID-19  Risk: Infection spread through use of equipment | Scouts and leaders | Equipment to be cleaned at start of event  Equipment to be cleaned at the end of event  Equipment not to be shared between scouts  Equipment to be cleaned before it is given to the next person  Remind scouts to sanitise hands before and after use of equipment  Hands to be sanitized under supervision |  |
| Hazard: COVID 19  Risk: Infection spread through first aid procedures | Scouts and leaders | Masks, aprons, gloves, face shield (CPR) and hand sanitizer to be included in first aid kits  Where possible, encourage the patient to administer their own first aid to maintain social distancing  Mask, apron and gloves to be worn by leader and mask worn by scout in the event of close personal first aid becoming necessary  Record kept of first aid administered for check and trace purposes  If CPR is required, use face shield  All used PPE to be bagged and disposed of correctly  Access for emergency services is fair at Barston Ford, B93 0AA |  |
| Hazard: Scouts feels unwell or injured during event  Risk: personal injury | Scouts | Leader to administer first aid if necessary, following COVID guidelines  Leader to contact parent/carer and request collection or call emergency services if appropriate  Access for emergency services is as at Barston Ford, B93 0AA  All parent contact details available to leaders and all leaders to carry charged mobile phone  Mobile phone coverage of area checked before event  Medical history known to leaders especially asthma and any allergies |  |
| Hazard: Scout behaviour  Risk: exposes group to danger or injury | Scouts and leaders | Scouts reminded of behaviour expectations before the event via parental email  Scouts reminded of behaviour expectations at the start of the event  Leaders to monitor behaviour and issue reminders as necessary during the event  Leaders to stop the event if behaviour becomes a danger to others |  |
| Hazard: Scout not collected by parent/carer at the end of the event  Risk: Distress | Scouts and leaders | Scout to remain with two leaders until collected  Leader to make contact with parent |  |
| Hazard: COVID-19  Risk: infection spread at collection location | Scouts and leaders | Staggered group departure at the agreed place (Layby) to minimise contact with other people  Leaders to walk scouts to pick up point ensuring social distancing is maintained.  Parents encouraged to stay in vehicles  Social distance reminder given in event instructions via email  Hands to be sanitized under supervision |  |
| Hazard: COVID-19  Risk: member develops symptoms after the event | Scouts and leaders | Event register to be kept for three weeks after the event to enable track and trace to be utilised if required |  |
| Hazard: Event has to be stopped and pick up of all scouts required  Risk: scout not collected | Scouts | Leaders to have access to contact details for their group  In touch person identified and briefed with contact procedures |  |
| ***Review:*** *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.* | | | |

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| **Checked by Line Manager** | Name, Julia Hill  Role / level GSL 4th Knowle Sea Scout Group  Date 05/09/20 | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scouts  Date 04/09/20 |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who | | |

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