Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Jo Davies-Robertson	April 2023	/	-
Jo Davies-Robertson	November 2023	Reviewed after the season and revised to incorporate new layout including changes to SOPs	November 2024
Alice Chapman	Jan 2025	Reviewed and revised after the season.	Jan 2026
Alice Chapman	March 2026	Reviewed, revised to incorporate new layout & added locations of new onsite defibrillators.	January 2027

Hazard	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	**Staff**	**Visitors**						
Event Planning & Leadership - Lack of proper planning and communication	P	P	P	- A large event will have a designated and competent event organiser/s who is responsible for the planning, delivery and risk assessments. - The event organiser/s will have knowledge, training and experience to understand their leadership obligations and responsibilities ensuring plans and decisions are logged and available for scrutiny if required.		2	3	6	Moderate
Stewards / Site Service Team – Lack of visibility / knowledge of responsibility	P	P	P	- Any persons being used by the event organiser/s for stewarding duties must have the required equipment, briefing and terms of reference for their role – be in a paid or unpaid capacity. - All stewards should be clearly identifiable and have their role risk assessed according to their competency – this could include factors such as age, responsibility or any aspect that is relevant. - All staff, whether voluntary or paid, should wear site branded clothing.	- Consider the use of high visibility clothing for roles in higher traffic (foot or vehicle) areas to highlight these staff.	1	2	2	Minor
Sale of Alcohol – Licensing	P	P	P	- The event organiser/s to ensure that all correct licences relating to the sale of alcohol have been obtained and are in place for any event. - Bar operations and issues related to drink related behaviours should also be considered to ensure that this does not affect an event and reference to the bar operations risk assessment should be used.	- Winter Camp in a NO alcohol event.	1	2	2	Minor

Contingencies – Knowing what to do if the plan must change	P	P	P	- An event plan should use the listed contingencies in the site *Emergency and Disaster Recovery Plan* that are required to be available and briefed for use. - All relevant contingencies should be incorporated into the event plan in case such a situation arises. - The event organizer and their immediate team must familiarise themselves with this plan, before the start of the event.	- A copy of this *Emergency and Disaster Recovery Plan* is also located in the Nepal reception.	1	2	2	Minor
Ingress & Egress – Overcrowding / access in & out of site	P	P	P	- Site traffic management will be put on to ensure safe access by vehicles. - Groups will be asked to arrive and depart in groups. Groups may be allocated timed arrival slots to manage vehicle flow on the site. - Group Leaders will be asked to meet their arrivals at the car park to ensure smooth transition on drop off. - Pathways in & out of camp will be kept clear and accessible. - Flood lighting in place where necessary.	- Traffic staff will be issued with high visibility jackets and radios to improve communication and increase visibility for their own safety.	2	2	4	Moderate
Traffic Management – Blocking access roads	P	P	P	- Due to the nature of the local road network and approach to the site, traffic must be carefully managed. - The site has an established and well-practiced traffic management process that will be deployed at appropriate times (ingress and egress) for any event. - Stewards will be used to manage traffic as part of this plan.	- Traffic staff will be issued with high visibility jackets and radios to improve communication and increase visibility for their own safety.	2	2	4	Moderate
Cars - Collisions with vehicles	P	P	P	- Speed limit of 10mph in place across the site, signs displaying this. - Speed bumps and gates in place to slow/prohibit vehicle movement. - Car parking and traffic stewards are placed during peak traffic periods for large events etc. - Cars will not be permitted below the Nepal reception gate during a large event, except during designated times. - All access roads around site must remain accessible.		1	3	3	Minor

Community Liaison – Poor communication with locals	P	P	P	- The Scouts enjoy positive support from the public and any large event has the potential to raise tensions or complaints related to event activities, higher public footfall, or an increase in traffic. - The event organiser/s is responsible for informing the local community or those most affected by a large event prior to, and after an event to listen to and remedy any issues arising.		1	2	2	Minor
Insurance – Not being covered for planned events	P	P	P	- The event organiser/s must ensure that the site's insurance covers any proposed event, and any queries must involve liaison with the insurance company.		1	2	2	Minor
Working With Third Party Providers - Not having appropriate qualifications or insurance	P	P	P	-Insurance details plus any certification required (depending on the type of provision) will be requested and scrutinised prior to the start of the event. -All details will be retained and filed for future reference if required.		1	2	2	Minor
First Aid – Lack of Provision	P	P	P	- Each activity area/zone will have a First Aid Kit available to it. - There will be a First Aid Kit available at the Jubilee Centre and Nepal receptions - There are 3 defibrillators located onsite, available in the Jubilee Centre (in the entrance), at the Nepal reception (under Nepal shelter near activity store) and near Bradley Lodge (on side of metal container). - Scout rules require all Leaders to be First Aid trained. -Groups should have their own First Aid provisions.	- As well as existing First Aid provision at the site, an event organiser/s may wish to consider the need for additional First Aid kits, First Aid trained personnel on the site, additional First Aid provision from St Johns'.	1	2	2	Minor
Adverse Weather: storms, high wind and heavy rain etc –	P	P	P	- Campfires will not run in adverse (wet/windy) conditions. - Adjustments can be made i.e. indoor event or one day event. - Event may be cancelled or postponed for safety.	- Site *Emergency and Disaster Recovery Plan* in place which details the procedures to take in severe weather.	1	2	2	Minor

Resulting in injury or damage									
Hazards Arising from the Actions of Group Members - i.e. overcrowding and disorderly behaviour.	P	P	P	-Supervision will be in place throughout the event directly from section Leaders and event staff. -Young people will be supervised by their allocated Leaders / Leaders that they attend the event with, and these Leaders will be responsible for their young people throughout the duration of the event. -Poor behaviour incidents brought to the attention of the event staff/Leader will be discussed directly with the appropriate section Leader.	-This will be supported by regular walkarounds by the organising team.	3	1	3	Minor
Young People Operating Alone - Missing child / safeguarding concern	P			-Due to the nature of this event, young people may navigate the event without Leaders. They will be informed that they do so in pairs or small groups and clearly communicated that young people should not navigate the event on their own. -Leaders attending the event are responsible for keeping track of their young people and arranging regular check-ins.		1	2	2	Minor
Large Gatherings - Overcrowding	P	P	P	-Large gatherings (such as opening ceremonies, campfires etc.) will be supported by stewards if required who will help to control numbers and prevent issues such as poor behaviour. - However, it will be made clear that Leaders will be responsible for their own young people at such times. They will advise the event organiser/s should anything arise, which may endanger others at the event.	- Consider departing from the large gathering in groups one at a time to control movement of large numbers.	1	2	2	Minor
Activities – Instructors understanding responsibilities	P	P		- See individual activity risk assessments. - Risk assessments will be shared with the instructor/s, and they must read over them and confirm understanding before commencement of the activity.		1	3	3	Minor
Queuing for Activities - Overcrowding	P	P		-Where required, management systems will be implemented to ensure that problems do not occur through queuing at popular activities.	- Consider increasing the normal instructor ratio to account for	1	2	2	Minor

				-Young people will be asked to move onto another activity should queues become unmanageable.	larger queue management.				
Bad Press / Publicity - In the event of an issue at the event	P	P	P	-Should an incident occur onsite, the local Scout reporting procedure must be used, this includes informing the duty press officer and lead volunteers.		1	2	2	Minor
Financial Risk - Cash security on the event	P	P	P	-All monies will be secured in the site safe at the end of each day.		1	2	2	Minor
Financial Risk - Cancellations / non-payment of funds	P	P	P	-Full payment will be demanded before the start of the event.		1	2	2	Minor
Uneven Ground – Resulting in trips / slips	P	P	P	-The nature of this event and the activities taking part will mean that the ground at the location will be uneven, have obstacles and potentially debris on the ground and may be slippery due to weather conditions. -People will be advised to wear appropriate footwear, any high footfall areas or areas identified as at particularly high risk will be monitored during the event, this might include temporary surfaces being put down to aid traction if considered appropriate.	- Consider barriering off worst areas of site to reduce access to slip hazards and damage to the ground of site.	2	3	6	Moderate
Young People – Safeguarding risks	P	P	P	-All Leaders on the site will have up-to-date safeguarding training. - Any safeguarding matters or concerns should be raised with the event leader/s so that they can be dealt with immediately and appropriately. This will be reiterated to section Leaders at the start of event briefing which will be held by the event organiser/s. - During the event, a dedicated safeguarding lead (DSL) will be present and available should additional support be required. DSL will be the Site Warden or Senior Instructor, whoever is available. - All Leaders made aware of a public footpath running through the site and that all adults on camp or visiting the camp must be wearing a necker or Scout branded uniform, to differentiate from public and make sure young people are appropriately briefed. -Secondly a briefing to all young people by their camp leader, that		1	2	2	Minor

				there are large numbers of young people on site, and should they ever feel uncomfortable about something someone has done or talked about, they should report it to a Leader straightaway.					
Missing Child – Not knowing what to do if this occurs	P	P	P	-Each Leader is responsible for their own section and individuals within it - Should a lost child situation occur, the event leader will co-ordinate a reaction to the situation in line with the procedures at the venue.	- Site *Emergency and Disaster Recovery Plan* contains the procedure for a missing child	1	2	2	Minor
Food Preparation - Illness / food poisoning	P	P	P	-Any food preparation must be done so using advice given by food preparation guidelines issued by the Scouts and local food hygiene information. -This includes ensuring the right level of cleanliness, appropriate storage of food and sufficient use of PPE during the process of preparing food.		1	2	2	Minor
Overnight Accommodation – Following Scout POR	P	P	P	-Overnight accommodation will be implemented using the Scouts Nights Away rules and guidance from POR.		1	2	2	Minor
Site Security - Lack of Provision	P	P	P	-Event staff will be present throughout the event. -On duty staff will be contactable at any point during the event, and their location/contact details will be visible from the Nepal reception window. - Leaders will be briefed on arrival and boundaries will be clearly marked in event communications. -Additional signage may be placed adjacent to public areas to ensure that unwanted foot traffic does not stray into prohibited areas of the site.		1	2	2	Minor
Communication of Event - Lack of Information for Leaders / Poor Communication	P	P	P	-Pre-event information will be circulated, and a briefing will take place during the event. At that briefing, Leaders will be told how urgent communication will be cascaded throughout the event, this may include a messaging system.		1	2	2	Minor

Site Emergency or Incident – Not knowing what to do	P	P	P	-This event is being held at Bradley Wood. The site *Emergency and Disaster Recovery Plan* will apply to any such emergency or incident. - Any incident should be reported to the event leader/s who will decide on the course of action to be taken and will either co-ordinate this themselves or will delegate to the most appropriate person. -A reportable incident must be reported through the appropriate process as soon as possible.	- A copy of the site *Emergency and Disaster Recovery Plan* is available in Nepal reception & Jubilee Centre Office.	1	2	2	Minor