

Risk assessment

Event and location	Name of activity	Date of risk assessment	Person completing the risk assessment	Date of next review
Explorer24 - Beacon Hill campsite	General risk assessment	01/08/2026	Mike Priest	Before the next Explorer24

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
Public Roads - Road traffic accidents leading to potential injuries, death or financial loss.	All travelling to or from site.	• Check access routes before camp and ensure everyone travelling is aware of directions. • Check for traffic updates before travelling. Any important messages broadcast via WhatsApp Community where possible • Parking to be in designated camp parking area and overflow car park • Parents to drop off Explorers in pre-designated location. • Vehicles carrying equipment must be loaded safely and not overloaded with equipment.	Review before travel and adults dynamic assessment during journey
Vehicles/Car Park Areas - Crashes, Crushes and other misc injuries.	All in car park and members on campsite.	• Only use designated parking areas. • When loading/unloading vehicles, do this away from moving vehicles. • Only use designated crossings in the car park. • Keys not to be left in vehicles. • Vehicles carrying equipment must be loaded safely and not overloaded with equipment. • Do not try to carry too much equipment through the car park in one go. • No vehicles allowed in the camping area unless they are emergency vehicles with approval of Camp Leads. • Only vehicles authorised by Camp Leads allowed on campsite. • All cars for set-up to be off site by 5:00 pm Friday and no cars to move on site (other than emergency vehicles) until 12:30 pm Sunday. • Traffic Marshals will be managing car parks & traffic movement for drop-off & pick-up. They will be wearing high-visibility reflective clothing and communicating via radios.	Leaders dynamic review. wi
Appropriate adults – Poor/inappropriate camp management and supervision of YP leading to injury, illness, upset, safeguarding concern	All members on campsite.	• All leaders and helpers to have completed appropriate DBS checks. • Event run by a Nights Away Permit holder (Michael Priest). • Correct permissions for event gained and Risk Assessments logged. • Appropriate child:adult ratios in place always. For Explorers, this is a minimum of 2 adults. Consideration made of whether extra adult is help needed for the specific event and/or specific child. • Attendance taken at each mealtime to check no one is missing or avoiding eating. • Adequate rest time and 'peaceful space' planned for leaders. • Time built into the volunteer schedules to allow adequate rest time during the event. • All adults and participants will be briefed about the 24-hour Support Hub that will be staffed throughout the event with a mixture of male and female adults experienced in supporting young people who may need some extra support.	Leaders dynamic review.

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Heavy Lifting - Back damage, sprains and strains.	Anyone moving equipment.	- Instruct anyone lifting on correct lifting technique before starting. - Multiple people to move heavy pieces of equipment as necessary, amount of people to be dynamically assessed. Supervise young people always moving kit.	Leaders dynamic review.
Boundaries - Getting lost on site, inadvertently leaving campsite, injuries.	All members on campsite.	- A map of the site to be provided to all participants in the booklet - Attendance to be taken during key points of camp (e.g. meal times). - Procedure in place for lost young people to include informing 24hr Support Hub, then Camp Leads - Young people to be informed to request help from any camp staff or attend recognisable area if lost. - Young people are not to leave site and not cross any fences unless in an emergency. - Be aware of maintenance areas, machinery etc. and warn young people. Be clear on arrival if any areas are out of bounds to campers when unsupervised. These will be marked off with barriers/tape - Gates to the site will be shut/locked during the event whilst not in use	Leaders dynamic review.
Water & Waste – Infection & vermin	All members on campsite.	- Waste water to be disposed of at Gummy's pavilion. Nearly all wastewaters will either be in kitchen sink, toilets, showers or handwashing basins. Washing up water to be poured down sink or external drains. - All rubbish and recycling to be put in the bins in the car park as soon as possible to prevent build-up of rubbish.	Leaders dynamic review.
Toilets & showers - Safeguarding issues, Waterborne disease	All members on campsite.	- There will be separate toilets/showers for under 18 male, under 18 female, adults, gender neutral and disabled. These will all be clearly signed. - Signs will be up around the toilets stating no use of phones - All toilet and shower facilities will be inspected before the event and kept clean during event. - Provide appropriate disposal for feminine hygiene products.	Leaders dynamic review.
Trespassers/Unknown People on Site - Psychological or bodily harm.	All members on campsite.	- All volunteers on-site to have coloured wristbands. Young people to have different coloured wristbands - Young people to be aware how to report unknown/suspicious people on site to camp staff or group leader. Volunteers to report all unknown people/suspicious behaviour to Camp Leads. - All trespassers to be directed off site by appropriate adult. - All volunteers, should stop and question adults/young people who have not got a wristband on	Leaders dynamic review.
Poor Lighting/Darkness - Trips, slips, head injuries, eye injuries and getting lost.	All members on campsite.	- Working torches required in all areas of low artificial light at night time, may not always be required due to lighting on site. Participants to be asked to bring torches - Lighting to always be used in accordance with site rules. - Provide lighting around common and activity areas - Only run activities in dark areas of lighting can be provided	Leaders dynamic review of site and lighting conditions.
Uneven/Unsafe Ground - Breaks, twists, falls, sprains and misc injuries.	All members on campsite.	- Unsafe areas on pitch cordoned off. - Young people briefed not to cross any fences or access any out of bounds areas designated by camp organisers. - No running on uneven ground. - All members onsite to be aware of the possibility of rabbit holes.	Leaders dynamic review.
Tents - Trips, slips, pinched fingers, eye injuries and tent damage.	All members on campsite.	- Ensure groups are allocated enough camping space based on their group size - Clear footprint area for tent before pitching. - Do not obstruct pathways or escape routes. - Ensure a clear area in front of tent door for access and emergency exit. - Allow sufficient spacing between tents to avoid fire spread risk. - Never use naked flames for lighting or cooking inside/near to a sleeping tent.	Leaders dynamic review.

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Guy Lines - Trips, eye injuries and misc injuries.	All members on campsite.	- No running between tents and only access this area to pitch, strike or maintain tent. - Guy lines to be highlighted or of a luminous colour if possible. - Guy lines pitched to ensure that they are not tangled together - which tent they belong to is always clear.	Leaders dynamic review.
Woodland/Trees - Slips, trips, eye injuries, head injuries, crush injuries, breaks and death.	All members on campsite.	- Map to include where young people can and cannot go on site. - All sites to be checked to ensure they are safe before activities/camping on them - No running through unfamiliar areas. - Torches to be used at night. - Emergency procedures to be described during adult briefing at the beginning of camp. - Be aware of the weather forecast for high winds. - Depending on the wind speeds activities may need to be cancelled. Refer to activity risk assessments for these speeds. - If winds are higher than Beaufort Force 7 (38mph), then the event may need to be cancelled.	Leaders dynamic review.
Flora - Poisoning and stings.	All members on campsite.	- Check pitch prior to camp to identify any potentially hazardous flora - Initial briefing by Camp Leads to include no touching/eating any wild flora including fungus and berries unless with a qualified person. - Handwashing and always disinfecting facilities available. - Continuous quick access to a first aid kit to always be available. - Following Beacon Hill Site Risk Assessment.	Leaders dynamic review.
Ticks – Bites and Lyme disease.	All members on campsite.	- Areas prone to ticks to be identified - long trousers to be worn moving through these areas as well as long grass and woodland. - All members to be briefed to regularly check for ticks. - Ticks to be removed by qualified first aider using a tick remover, they must not be pulled, scratched or burnt off. - Medical advice will be sought in the event of a tick being found on someone's body. - Incident to be reported as appropriate.	Leaders dynamic review.
Insects - Stings, bites, varying allergic reactions up to potential anaphylaxis and death.	All members on campsite.	- Whole site check by Camp Leads to check pitch prior to starting camp. Nests near to pitch to be removed or destroyed as appropriate. - Epi-pens to be available for all those who have a known allergy risk (to be provided by the young person). A minimum of 2 are required for the event. 1 should always remain with the young person and the other will be handled to the medical team at check in - All first aiders to be trained/aware of how to use epi-pens, who has an epi-pen and why they need an epi-pen. - Seek medical advice as soon as possible for any allergic reaction. - Parents to be informed through in-touch system when medical attention sought, or epi-pen used for youth members. - Incident to be reported as appropriate.	Leaders dynamic review.
Non-Cooking Knives, Axes and Saws - Impalement, accidental stabbing, laceration, loss of limb and death.	All members on campsite.	- All cutting tools to be stored in an area with limited access. - Young people not permitted to bring knives/penknives to this camp. - Axes and Saws will not be brought to this camp unless in Bushcraft activity. No axe, knife and saw work will be done on this camp except as part of an organised Bushcraft activity (see separate risk assessments). - Knives are not to be carried regularly.	Leaders dynamic review to determine if knife use is appropriate for certain tasks.

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		• Leaders to be proficient in knife use.	
Fire - Burns, scalds, misc injuries, death and financial loss.	All members on campsite.	• Open fires are not permitted at this camp (excluding centrally run activity). • Litter must not be allowed to build up on campsite. • Pitch tents with gaps and emergency exit routes. • Ensure there is an escape route from all tents and all areas on the campsite. • Kitchen to have a fire extinguisher and fire blanket available, First aid kit and water to be available to always treat burns. • Seek medical assistance in the event of any major burn/scald and report this to parents using the in-touch system for youth members. • Report incidents as appropriate. • Leaders will all be aware how to contact camp leadership and emergency/fire response teams. • Ensure no fire hydrants are blocked by anything on pitch. • Access to all roadways and firebreaks to be kept clear, as well as placing no items on roadways and firebreaks. • Smoking allowed only in designated area on site (18+ only).	Camp Leads review when pitching site and Leaders dynamic review.
Poor Hygiene - Sickness, illness and body odour.	All members on site.	• Initial briefing by Camp Leads to highlight hand washing, bathing, toilet and washing up facilities available. • Briefing to also include precautions to prevent accidents when using these facilities. • Hand sanitiser to be available in the eating areas • Hand washing water and soap to always be available to all members. • Appropriate time to be given to all members in both the morning and evening to use the facilities as appropriate, washing, teeth cleaning etc. • Leaders to passively monitor that all youth members are using washing facilities as appropriate depending on activities and weather conditions.	Leaders dynamic review.
Illness - Vomiting, diarrhoea, fever, headaches and other misc symptoms.	All members on site.	• Hygiene levels to be maintained as high as possible • Signs of illness to be identified and assessed by Camp Leads or First Aider as soon as possible. • Youth members encouraged to seek help for any signs of illness as soon as possible. • Appropriate treatment for symptoms given. • A first aid tent to be set up for anyone needing privacy or a rest away from others. • Anyone unwell must avoid contact with food preparation area. • Send members home in the event of ongoing or major illness, for adult members this decision will be made along with that adult member. • Report incidents as appropriate. • 'Notifiable Illnesses' must be reported through the appropriate channels and possible quarantine put in effect as appropriate.	Leaders dynamic review.
Medication - Misuse, accidental overdose, poisoning and illness through omission.	All members on site.	• First Aid Team has access to medical details for all members attending, including adult members. • Young people to be asked for permission to give young people generic medication for basic conditions, eg paracetamol for pain/headache and after sun for sun burn. • For youth members prescribed medications must be in a box with young person's name, clear dosage instructions and leaflet.	Dynamic review by first aider.

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		- Any young person bringing epi-pens, asthma pumps and insulin pumps must bring two of each medication. One to be always kept on the child, and one to be kept centrally by the first aid lead. - Medication must be in original packaging. - Dosage instructions must be duplicated on medical record. - First aid team is responsible for medications and must keep a written record of medication and dosages given, and a copy to be included with the medication to avoid accidental overdose. - Prescribed, non-emergency medications to be stored away from young people in a secure location. - Emergency medications will be stored in an easily accessible area within the first aid area. - Medication will be given to each youth member individually after checking medication, identity and dosage. - First aider will ensure medication has been taken and record this before giving out the next medication. - Documentation must be kept for a reasonable period after camp to show to parents. - Any doubts at all about use of medication must be confirmed with emergency contact via the use of the in-touch system.	
Weather Including High and Low Temperatures - Dehydration, headaches, nausea, heat stroke, heat exhaustion, sunburn, hypothermia, lack of energy and discomfort.	All members on site.	- Always drinking water available to all members from a suitable source. - Extra water must be made available to increase fluid intake in warmer weather. - Shaded areas available to shelter from direct sunlight in warmer weather. - Sun cream to be applied regularly as appropriate. - Dry area to be made available in the event of heavy rainfall. - Clothing to be changed as soon as possible, if wet, in cold conditions. - Sleeping bags and tents to be season appropriate. - Leaders to passively monitor that all young people are taking the appropriate weather precautions and taking the correct equipment/clothing for each activity. - In the event of severe weather, Camp Leads to make decision on whether to start/continue camp.	Review weather forecast when packing equipment and supplies. Leaders dynamic review.
Exhaustion - Bad temper, lack of participation, discontent and illness.	All members on site.	- Leaders to monitor young people and each other for signs of over exertion. - Leaders to passively monitor food and fluid intake of youth members, also keeping an eye on each other as appropriate. - Regular food and drink breaks for all. - Drinking water and snacks always available to all members if required.	Leaders dynamic review.
Sleeping Facilities - Safeguarding issues.	Youth members on site.	- Ensure sleeping facilities provide appropriate division of youth members and Leaders. - Talk to be had with young people at the beginning of camp with regards to personal space, privacy and the right not to be touched. - All adults to be aware of any issues ongoing.	Leaders dynamic review.
Reputation of Scouting	All members on site.	- Use of social media by the main site is limited to generic pictures of activities and groups of participants. - Care is taken not to identify or display pictures of participants without express and explicit permission. - Signage at check-in and notice in camp briefing about pictures & videos being taken and to let the Camp Leads know if they do not want to be photographed.	Leaders dynamic review.
Activities: General, refer to individual activity risk assessments for specific details	All members on site.	- Each activity carries a Risk Assessment detailing the specific and general risk of that activity. - Permits are checked by the activity team and ultimately Camp Leads. - Equipment is the responsibility of each activity leader to ensure that it is safe and fit for purpose. Any kit not meeting these requirements should be put safely out of use.	Leaders dynamic review.

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		- In the event of equipment failure, that failure must be reported to activities team immediately and replaced or the activity ceased. - Activities must be checked for safety before operating by leaders with specific activity knowledge (permit holders) i.e. rifle shooting, axe throwing. - All activities requiring specific clothing/protective equipment are monitored by the activity leader; if specific requirements are not met then that participant cannot take part in that activity. - If activity permission is required, this will be gained prior to the event. Without this permission, participants cannot take part in activities.	
Child Protection and Safeguarding	All members on site.	- All Volunteers DBS Checked. - All Adults to follow the yellow card. Copies should be available at the event	Leaders dynamic review.
Abuse – Verbal or Physical	All members on site.	- All participants are under supervision throughout the camp by patrolling leaders. Any unacceptable behaviour will result in young person being turned away from activities as outlined through the camp code of conduct. - All Participant and Adults to follow the Code of Conduct and rules for the camp. By attending the event all adults and participants agree to this	Leaders dynamic review.
Incident requiring Lockdown Cannot gather participants quickly	All members on site.	- We will have an assembly point in the car park which all participants and adults have been instructed to go to immediately if they hear the emergency signal (3x blasts of air horn, then repeated). There will also be a broadcast message sent out on the event WhatsApp community. - The admin team will supply registers and will check for anyone missing, while the emergency is dealt with. - The backup assembly point, if in the event the car park is compromised, is the main playing field. Adults will direct everyone to the backup assembly point in this event, and the message on the WhatsApp community will be clear to direct to this location.	Leaders dynamic review.
Kitchen areas Injuries, illness	Catering Team	- Food to be stored in an appropriate manner, even for short periods of time. Check food safety guidance. - All users to wash hands on entry to the kitchen, separate hand wash sink with soap/ paper towels in place. - Participants not to enter kitchen areas - Overcrowding to be avoided around hot surfaces/ovens and pans/dishes. Leader to direct movements of group. - Kitchen hygiene system to be followed (e.g: use of coloured chopping boards)	Leaders dynamic review.
Cooking equipment – is it appropriate?	Catering Team	- Check cooking equipment is in a hygienic and generally good condition, appropriate for the planned activity, and is the right the size for everyone using it. - Make sure there's enough space between people in the cooking areas. Make sure there is good ventilation. - There will be no cooking except for the adult Catering Team and any activities. Activities have separate risk assessments.	Leaders dynamic review.
Heat sources – burns from mistakes or misuse	Catering Team	- Check HQ guidance on Safe use of Gas - Heat sources (oven, boiler, gas rings, paella pan) will be used in a restricted area that only catering team and senior camp staff will access when needed. This reduces the exposure of risk. Adequate ventilation will be maintained with gas appliances. - Catering Team will provide washing up water at a suitable temperature (not too hot).	Leaders dynamic review.

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Cables and electricity – trips, falls, or electrocution from mistakes or misuse.	Catering Team	• Use appliances close to sockets where possible. • Cover and identify trailing cables where possible. • No liquids near electrical items where possible. • Leaders supervise use of electrical items. • Coiled cables should be fully uncoiled before use.	Leaders dynamic review.
First Aid Required	All adults & participants	• We will have a First Aid Team on duty 24hrs/day which will be situated next to the main pavilion building. They will be contacted via radio if they are not nearby. The team is made up from experienced First Aiders and paramedics in Scouts. There will be a patrol team which will be walking around the site to check for any issues that may be happening but not near other adults or activity areas. • An emergency phone number will be available 24 hours a day and the number will be provided to young people in their booklets	Leaders dynamic review.
Tables/chairs/benches – Risk of collapse during cooking and activity	All adults & participants	• Check tables are in good repair; properly and safely put up, e.g: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable.	Leaders dynamic review.