

Southgate District Main Event Risk Assessment

Date of Event: 4/7/2025 - 6/7/2025

Date of review

Prior to next event

What are the hazards?	Who might be harmed and how?	Severity	Likelihood	Score	Risk before controls	What are you doing already to control risks?	Severity	Likelihood	Score	Risk after controls	Any further action to be taken	Responsible Members
Camp Viability	Payments not made in time	Everyone	Expedition can't go ahead. Financial loss for organisers, potential cancellation or reduction in activities.	2	2	4 Medium	Regular reminders to groups who have not paid invoices	2	1	2 Low	Southgate District Scout Council funds to act as buffer for the Hatters to repay.	SDSC
	Losing the group	Everyone	U18s, adults. Risk of injury, distress, anxiety, getting lost in an unfamiliar environment. Delays to planned activities.	3	2	6 Medium	1. Headcount: Before, during, and after activities, and during transitions. 2. Buddy system: Pair up participants, especially younger ones. 3. Defined boundaries: Clear boundaries for activities and the campsite, and constant supervision by adults. 4. High visibility vests: Consider for younger children during walks or off-site activities. 5. Emergency contact information: All children to carry contact details of leaders.	3	1	3 Low	1. Headcount: Before, during, and after activities, and during transitions. 2. Buddy system: Pair up participants, especially younger ones. 3. Defined boundaries: Clear boundaries for activities and the campsite, and constant supervision by adults. 4. High visibility vests: Consider for younger children during walks or off-site activities. 5. Emergency contact information: All children to carry contact details of leaders.	Event Organisers
	Young people not knowing where to be and when	Everyone	Participants (especially U18s) may miss out on activities, meals or important instructions. Potential for anxiety or confusion.	2	3	6 Medium	Clear and frequent communication of schedules and meeting points. Visual aid	2	2	4 Low	Regular reminders about schedules and transitions. Use a central communication point	Event Organisers
	Large group management	Everyone	U18s & Adults: Potential for chaos, difficulty in supervision, increased risk	4	2	8 Medium	Activity planning, adequate adult supervision, dividing into smaller groups, clea	4	1	4 Low	Ensure sufficient adult-to-child ratios, especially during high-risk activities or transitio	Event Organisers
Safeguarding	Inappropriate contact or	Everyone	U18s: Physical, emotional, or sexual abuse. Psychological harm.	5	1	5 Low	All adult leaders/volunteers DBS checked (or equivalent); - Clear safeguarding policy and procedures in place. - Designated Safeguarding Lead (DSL) on site. - Ratios of adults to U18s maintained. - Briefing for all adults on safeguarding responsibilities and reporting procedures. - Separate sleeping arrangements for adults and U18s (unless family units). - No one-on-one situations between an adult and a U18 without visibility or another adult present where possible.	5	1	5 Low	Reinforce "two deep" leadership policy. - Ensure U18s know who the DSL is and how to report concerns. - Regular check-ins with groups by different leaders. Designated Safeguarding Lead, All Leaders Unauthorised access to campsite / U18s U18s; Potential for harm from unknown individuals.	All adults on site, Event Organisers and SDSC
Sickness and health risks	Heat Exhaustion	Everyone	All participants: Dehydration, heat stroke, fainting.	2	2	4 Medium	Ensuring access to shade and water. Regular water breaks. Encouraging appro	2	1	2 Low	Provide educational material on recognizing and preventing heat exhaustion. **Respo	Event Organisers and all adult leaders
	Sunburn	Everyone	All participants, especially U18s: Skin damage, heatstroke, discomfort	3	2	6 Medium	Reminders to apply sunscreen regularly. Encouraging hats and appropriate clot	3	1	3 Low	Provide sunscreen for those who forget. Schedule activities to avoid peak sun hours if	Event Organisers and all adult leaders
	Dehydration	Everyone	All participants: Headache, dizziness, fatigue, heatstroke. Especially during	3	3	9 Medium	Provide regular access to drinking water, encourage frequent hydration, espec	3	2	6 Low	Water bottle checks. Leaders to carry spare water. Clear signage for water points.	Event Organisers and all adult leaders
Sickness - Hygiene, Food storage and preparation	Preparation of food and food storage can cause illness if not managed appropriately	Everyone	All participants & staff; Food poisoning, cross-contamination, illness sprea	3	3	9 High Risk	Separate preparation areas for raw and cooked food. Thorough cooking of food	3	2	6 Low	Double-check allergy information provided by parents. Provide clear, visible allergen	Kitchen Supervisors
Catering	Use of cookers and sharp knives causing injury	Kitchen volunteers	Catering staff, adult helpers, and potentially U18s: If involved in food prep:	2	2	4 Medium	Only trained adults to use cookers and sharp knives. Appropriate safety equipm	2	1	2 Low	Regular checks of cooking equipment for safety. Clear instructions for use of equipme	Kitchen Supervisors
	Food storage and preparation	Everyone	All participants: Food poisoning, cross-contamination, illness.	4	2	8 Medium	Utilise designated fridge/freezer building effectively. Maintain temperature log	4	1	4 Low	Regular cleaning schedules for food preparation areas. Clear labelling of all food item	Kitchen Supervisors
	Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Everyone	All participants: Spread of gastrointestinal illnesses, skin infections.	3	3	9 Medium	Designated handwashing stations with soap and running water near food area	3	2	6 Low	Visual prompts for handwashing. Leaders to model good hygiene practices.	Kitchen Supervisors
Activities (General)	Increased risk of heat exhaustion and hypothermia in outdoor first aid scenarios	Everyone	Injured/unwell participants: Worsening of condition due to exposure to elei	3	2	6 Medium	Trained first aiders present at all activities. Availability of shelter (e.g., tents, bu	3	1	3 Low	Regular checks of first aid kits. Ensure first aiders are familiar with symptoms and tre	Event Organisers and Activity Leads
	Accident/Injury due to trips, slips, falls	Everyone	All participants: Sprains, strains, bruises, fractures.	2	4	8 High Risk	Site inspection for hazards (uneven ground, roots, wet areas). Appropriate foot	2	3	6 Medium	Regular checks of pathways, especially after rain. Encourage participants to be aware	Event Organisers and Activity Leads
	Allergic reactions/medication	Everyone	Participants with known allergies or medical conditions: Allergic reactions	3	3	9 Medium	Collection of detailed medical information forms prior to camp, including allerg	3	2	6 Low	Ensure all leaders are aware of participants with severe allergies/medical conditions.	Event Organisers and Activity Leads
	Group Behaviour, Ability and Dynamics	Everyone	U18s & Adults: Conflicts, bullying, inappropriate behaviour, physical alterc	2	4	8 High Risk	Clear code of conduct and behavioural expectations communicated beforehand	2	3	6 Medium	Regular check-ins with groups. Promote a positive and inclusive camp culture. Have a	Event Organisers and Activity Leads
	Severe Weather	Everyone	All participants: Hypothermia, hyperthermia, injuries from falling branches	2	1	2 Low	Monitoring weather forecasts. Having a contingency plan for severe weather (e	2	1	2 Low	Identify designated safe shelters. Communicate emergency procedures clearly to all p	Event Organisers
Activities (Specific)	Pizza Oven	Everyone	Attendees and Leaders: Burns from hot surfaces, smoke inhalation.	3	2	6 Medium	Supervision by adults at all times. Clear demonstration of safe usage of the piz	3	1	3 Low	Ensure a safe exclusion zone around the oven. Have a fire extinguisher/blanket read	Event Organisers and Activity Leads
	Camp Fire	Everyone	All participants: Burns from flames/embers, smoke inhalation, trips over ur	3	2	6 Medium	Designated fire area, safety briefing beforehand, fire blanket/extinguishers rea	3	1	3 Low	Keep emergency fire exits clear, regular fire drills, review procedures in case of real	Event Organisers and Activity Leads
	Sport Activities	Everyone	U18s, Adults: Sprains, strains, fractures, collisions, head injuries.	4	2	8 Medium	Risk assessment for each activity, age-appropriate activities, adequate supervis	4	1	4 Low	Ensure equipment is checked regularly, pre-activity safety briefings, and provide brea	Event Organisers and Activity Leads
	Travel to White Water Rafting Centre	Everyone	All participants: Road traffic accidents during minibus travel. Motion sickne	5	2	10 Medium	appropriate licensing and insurance. Seatbelt checks. Ensuring drivers adhere t	5	1	5 Low	Have a clear emergency contact list.	Event Organisers and Activity Leads
	Backwoods cooking	Everyone	Participants (especially U18s): Burns from open fires or cooking equipment	3	2	6 Medium	Detailed briefing on fire safety. Supervision by trained adults. Safe handling of	3	1	3 Low	Ensure proper tool maintenance. Reinforce safety instructions for knife and axe hand	Event Organisers and Activity Leads
	Knife and axe skills	Everyone	Ensure proper tool maintenance. Reinforce safety instructions for knife and	3	2	6 Medium	Strict supervision by qualified instructors. Safe handling techniques taught bef	3	1	3 Low	Ensure tools are sharp and well-maintained. One-to-one supervision for younger/less	Event Organisers and Activity Leads