

Activity Risk Assessment

Name of activity, event, and location	Tent Pitching, Hertfordshire Scout Activity Centres	Date of risk assessment	October 2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Injury from incorrect use of mallet	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Supervising adult must demonstrate to participants how to use a mallet safely. Everyone must be wearing appropriate footwear and no open toed shoes. No one to stand directly behind or in front of someone using a mallet. 	Low
Injury from incorrect loading, unloading and erection of tents	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> It must be ensured that tents are handled appropriately i.e. 2 people lift/no overreaching etc. and trolleys used where possible. Care must be undertaken when handling wooden poles due to weight. Care must be undertaken when bending fiberglass/alloy poles due to straining. Additional help must be given to younger groups when erecting a tent. 	Low
Injury from uneven surfaces, trailing ropes, tent pegs etc.	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Routine visual inspections will be completed and signed off at the start of the day and before each session by the activities team. Supervising adult must explain the tripping hazards of trailing ropes and tent pegs to participants. Guy ropes to be checked daily (if applicable) 	Low
Injury from damaged equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Repair or replace damaged poles, particularly glass fibre poles. Repair broken zips to so they don't stick. Inspect and repair wooden poles for rot and splinters. Ensure mallet heads are securely attached. 	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout. Sessions must be stopped if wind speeds are to exceed 29mph and reviewed. Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before recommencing. 	Low

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			<ul style="list-style-type: none"> Sessions to be cancelled in extreme hot or cold temperatures. 	
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups must be accompanied by a supervising adult. Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions. 	Low
Groups using own equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> Those running the activity, must have their own risk assessment in place before starting Supervising adults must be shown the camping area by centre staff before commencing the activity or been provided an alternative method. An additional competent adult should be present to supervise individuals that are not engaged on the activity. 	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started. Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment. Group leader is responsible for having access to essential medication i.e. inhalers. Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting. 	Low
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Ratio of 1 supervising adult plus 1 competent adult per 15 participants. Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout. 	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Monthly equipment checks are carried out. Routine visual inspections completed and signed off at the start of the day and before each session by the activities team. If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	Low
Environment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Routine checks are carried out on open areas and woodland areas. Tents must be erected outside of the drip line of any tree. If forecasts are for winds over 29 mph during a stay, tents must be erected outside the fall area of any tree in open space. Routine visual inspections completed and signed off at the start of the day and before each session by the activities team. 	Low

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			<ul style="list-style-type: none"> If the area has a defect during use, the activity must be stopped immediately until concerns are addressed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. 	Low