

Risk assessment

Name of activity, event, and location	General Site Risk Assessment for the Cromwell District Scout HQ Building at Copley Scouting Centre, The Thicket Path, West Wood Road, St Ives, Cambs, PE27 6DT General SiteDetails The site is a 4-acre camp site with ½ an acre suitable to camp on. The site has a storm water ditch running through the site that is shallow water and very deep mud in places. The site is fenced on all boundaries, and the backwater runs along the southern boundary.	Date of risk assessment	20/01/2026	Name of person doing this risk assessment	Mike Wenham District Camp Site Team Lead
		Date of next review	January 2027		

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?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Trips, slips & falls	All users	<ul style="list-style-type: none"> Briefing at start of camp informing all of the topography of the site Not to run around the woods, tents, open fires, and on concrete paths when wet Be aware of tree stumps Correct footwear to be worn when using the wood piles 	
Water Taps	All users	<ul style="list-style-type: none"> Ensure water taps are switched off when not in use to avoid slip hazards 	
Fire, Open fires for cooking	All users	<ul style="list-style-type: none"> Use altar fires on the designated concrete areas around the site Lighted sticks to stay in the fire Hot embers to be placed on the campfire 	

You can find more information in the [Safety checklist for Section Volunteers](#) and at scouts.org.uk/safety

UKHQ template published November 2024

Risk assessment

Fire – Camp Fire	All users	<ul style="list-style-type: none"> • Campfires only in the designated campfire area • No accelerants to be used when lighting fires • Ensure fire is left in a safe condition • Unburnt wood returned to the wood pile 	
Food Hygiene risks	All users	<ul style="list-style-type: none"> • Ensure correct food preparation rules are followed • Ensure clean equipment and facilities are available • Hand washing prior to food preparation and eating of food 	
Waste	All users	<ul style="list-style-type: none"> • All waste to be placed into the bins stored in the car park 	
Health & Personal hygiene	All users	<ul style="list-style-type: none"> • Toilet and washing facilities are available in the building 	
Flooding	All users	<ul style="list-style-type: none"> • The site is subject to flooding; therefore, the weather and river levels are to be monitored 	
Drowning	All users	<ul style="list-style-type: none"> • Those using the backwater or storm water ditch on site to be fully supervised and wearing the correct life saving PPE equipment • There are lifebuoys situated on the boundary fence along the back water on Birch, Willow & Bramble 	
General	All users	<ul style="list-style-type: none"> • On going risk assessments to be made through out camp • Clear boundaries set for young people • Safeguarding code of practice • Supervision of young people to agreed levels 	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

You can find more information in the **Safety checklist for Section Volunteers** and at scouts.org.uk/safety

UKHQ template published November 2024