



Keswick Campsite Norwich Girl Guiding Norwich

Risk Assessments With Covid19

Carried out by members of the Committee in 2011
Reviewed and updated March 2018
Reviewed and updated August 2020
Reviewed and updated April, 2021
Version: 1.07

General Information.

These risk assessments have been carried out following the 5 stages of risk assessment

1. Identify the Hazards
2. Decide who may be harmed and how
3. Evaluate the risks (likelihood of injury, Consequence and severity of injury) and decide on control measures
4. Record findings and implement them
5. Review assessment and update as necessary

In evaluating the risks, the following ratings have been used:

Likelihood	Criteria	Rating Value
Almost Certain	The event is expected to occur in the most circumstances	5
Likely	The event will probably occur in most circumstances	4
Possible	The event might occur at some time	3
Unlikely	The event may occur only in exceptional circumstances	2
Rarely	The event is not expected to occur	1

Consequence	Criteria	Rating Value
Extreme	Fatality	5
Major	Injury causing more than 3 days absence	4
Moderate	Injury causing up to 3 days absence	3
Minor	Minor Injury, (needing first aid)	2
Insignificant	No Injury	1

Consequence						
Likelihood		Extreme (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
	Almost Certain (5)	25	20	15	10	5
	Likely (4)	20	16	12	8	4
	Possible (3)	15	12	9	6	3
	Unlikely (2)	10	8	6	4	2
	Rare (1)	5	4	3	2	1

Action Levels		How the risk should be managed
16 - 25	Unacceptable	Stop activity and make immediate improvements
10 - 15	Significant	Identify controls needed and set timescale for improvement
5 - 9	Adequate	Review current controls
1 - 4	Acceptable	No further action, but ensure controls are maintained and review at next control date

Keswick Campsite Risk Assessments

Location	Campsite Field						
Activity	Hazards	Who	Likelihood	Consequence	Risk Rating	Control Measures	Additional control Measures
Cooking / using Altar fires or Camp fires	Burns to persons Clothing & Flammable objects catching fire Uncontrolled Fire Overhead trees catching fire	Leaders Young Persons All persons cooking	3	4	12	Campfire Training Use for fire buckets of water to be placed near fires Use of pan holders	Young persons to be supervised by leaders at all times. Trees to be kept trimmed back Altar fires regularly checked
Billy Burner (Double Boiler)	Scalds to persons Burns to persons Clothing & Flammable objects catching fire Uncontrolled Fire Overhead trees catching fire	Leaders Young Persons All persons cooking	4	4	16	Campfire Training Use of separate campfire or alterfire to other cooking Rope off area around burner Use for fire buckets of water to be placed near fires Use of pan holders	Young persons to be supervised by leaders at all times. Trees to be kept trimmed back Altar fires regularly checked
Walking / Running on field	Fall on uneven ground, or wet grass, especially at night Trip over pegs / guy lines Nettles Natural Hazards such as rabbit holes	Leaders Young Persons	4	2	8	Make Campers aware of uneven surface. Be aware of guy ropes and pegs Fill in rabbit holes as they appear Advise wearing of sensible shoes Use torches at night Young people advised not to play around tents and cooking areas. Activity areas and campsites regularly checked, debris removed, and holes backfilled. A proactive approach taken to maintain grounds and areas of activities.	Regular grass cutting Nettles regularly sprayed. Fill in Rabbit holes. Ensure Paths and Steps kept clean and clear
Camping	Unauthorised persons on site	Leaders Young persons	2	3	6	Keep gate closed at all times Ensure all adult leaders know who should be on site and when.	Advise Young persons to report sightings of unknown persons to adult leaders immediately If necessary, call police

Vehicles	Vehicle hitting a person	Young persons	1	3	3	Ensure vehicle movement is kept to a minimum, and only to the bottom of the site.	
Sleeping	Wet Campers	Leaders Young persons	2	2	4	Ensure tents erected properly Repair / replace tents as necessary Tent usage sheet to be completed by every camp	KCC to action KCC to action if necessary
Weather Conditions General	Incorrectly dressed for weather conditions, over exposure resulting in hypo/hyperthermia	All	3	1	3	All users to dress appropriately for the conditions.	
Weather Conditions – High Winds	Participant being struck by debris or being injured	All	4	1	4	When high winds are forecast leader will assess the risk to groups participating in activities on site. Activities that may be affected, particularly those in amongst trees. Full site inspection carried out after storms to check for debris.	Report to KCC any issues
Weather Conditions -	Participants slipping on ice or becoming dangerously cold.	All	3	1	3	When the site is affected by snow and/or ice, all site users made aware of potential slippery areas. Signage to be used if appropriate.	

Location	Woods						
Activity	Hazards	Who	Likeli- hood	Conse- quence	Risk Rating	Control Measures	Additional control Measures
Campfire	Burns to persons Clothing & Flammable objects catching fire Uncontrolled Fire Overhead trees catching fire	Leaders Young Persons All persons cooking	3	4	12	Campfire Training Use for fire buckets of water to be placed near fires	Young persons to be supervised by leaders at all times. Trees to be kept trimmed back
Sitting Around Campfire	Benches falling Over due to soft ground	All Persons	3	2	6	Ensure benches are on firm even ground.	Regularly check benches and surrounding ground.
Walking / Running	Uneven ground Holes Roots protruding from ground Fallen sticks and branches	Leaders Young Persons	4	2	8	Make Campers aware of uneven surface. Fill in rabbit holes as they appear Advise wearing of sensible shoes Use torches at night	Ensure Paths and Steps kept clean and clear
Walking / running in woods	Low branches	All persons	2	4	8	Branches trimmed regularly Regular inspections	Routine Tree Inspection
Sleepover in woods	Unauthorised persons on site	Leaders Young persons	2	3	6	Supervision, Torches & Alarms Keep gate closed at all times Ensure all adult leaders know who should be on site and when.	Advise Young persons to report sightings of unknown persons to adult leaders immediately If necessary, call police
Playing in the Woods	Poisonous Plants	Young Persons	3	3	9	Advise young persons not to pick any plants they find in the woods	Continuing process to locate and remove known poisonous plants.
Falling trees and 'summer/deadfall'	Being in contact with falling trees or branches.	All	3	1	4	Tree survey carried out by qualified arboriculturist. Tree maintenance work carried out as recommended and appropriate. Fallen trees made safe and	Any issues report to KCCC

						removed as soon as possible. Guidance given to all as appropriate e.g. after extended dry season. Campers advised not to pitch tents or park vehicles	

Location	Building						
Activity	Hazards	Who	Likeli- hood	Conse- quence	Risk Rating	Control Measures	Additional control Measures
Moving about inside hut	Fall on wet floors Tripping over items left on floor Falling/tripping on steps	All persons	3	3	9	Keep floors clear of all items, and dry Clear up any spillages immediately Keep steps clear and clean	
Use of Electrical Equipment	Electric Shock	All Persons	2	3	6	Annual PAT testing Visual checks before using items	Report any problems to committee members
Use of Hot Water Boiler	Scalding	All Persons	2	4	6	Only to be used by a responsible person	SAFETY NOTICE
Lifting / moving equipment	Back injury	All persons	3	3	9	Use correct techniques for lifting	
Use of wet room	Slips and trips Burns from or ingestion of toxic cleaning substances Risk of Legionella infection from unused showers	All persons	3	3	9	Ensure floors are kept clean and dry Cleaning materials kept in a locked area when not in use correct labelling of cleaning materials Legionella Normal Operating Procedure in place – showers run for 10 mins when not in frequent use – shower head descaled/replaced – records kept	
Cooking	Burns	Cooks	5	2	10	Training Oven gloves available	
Preparation of food	Cuts from knives	Cooks	5	2	10	Suitable equipment	
Fire Risk	Risk of being hurt from fire or trapped	All	2	4	8	Fire procedure in place Fire drill to be carried out by each group hiring facility. Fire drill to be logged in book Fire procedure to be displayed around building	

Location	Toilet & Shower Block						
Activity	Hazards	Who	Likeli- hood	Conse- quence	Risk Rating	Control Measures	Additional control Measures
Walking on Wet / Muddy floors	Slips, Trips & Falls	All persons	4	3	12	Mop to be available to clear up splashes Ensure adequate lighting Advised not to run, and to walk with care	Leaders to check regularly, to ensure floors are kept clean and dry
Showering	Legionella Bacteria	All Persons	1	5	5	RUN SHOWERS HOT FOR 10 MINUTES PRIOR TO ARRIVALS	Descale Shower Heads regularly Regular Checks
Showering / Washing	Scalding	All Persons	1	5	5	Warning Notices at all hot taps	Regular Maintenance
Running Tater (showers, sinks, outside tap)	Legionnaires' disease Being in contact with contaminated water	All Persons	1	5	5	Regular monitoring, cleaning and running water systems in place and implemented.	Regular maintenance.

Location	Camping Store						
Activity	Hazards	Who	Likeli- hood	Conse- quence	Risk Rating	Control Measures	Additional control Measures
Moving about inside hut	Fall on wet floors Tripping over items left on floor Falling/tripping on steps	All persons	3	3	9	Keep floors clear of all items, and dry Clear up any spillages immediately Keep steps clear and clean	
Lifting / moving equipment	Back injury	All persons	3	3	9	Store heavy tents at low level. Large tents to be moved by 2 persons Use correct techniques for lifting	NO Young person in equipment store without supervision

We hope you enjoy your stay at Keswick and will return soon.

Please ensure that any defects are reported back to the committee, when leaving, and put in the visitors book.

Thank you for your support

The Keswick Campsite Committee
April 2021

Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval:

Event/Activity (brief description): Keswick Campsite			Date:	
Leader in Charge:	Total attending:	Adults: ¹	Girls/Young Women:	General Public:
Consent for Event/Activity forms completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			Venue:	
Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you answered 'no' to the above <i>decision</i> question, please explain why:				
Risk assessment completed by:			Role:	
Has the risk assessment been shared with the leadership team?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):			Date:	

¹ Adults refers to adult volunteers who are part of the event/activity delivery team

*Refer to the Activities Finder for information about instructor qualifications

Note to leaders:

We recommend you agree with your commissioner in advance how long they will need to review your risk assessment.
We suggest allowing two weeks as a reasonable amount of time.

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Coronavirus infection Risks below are in consideration of this risk and reducing it to an acceptable level.	All attendees from spread of virus through close contact.		Low	High		
From public	All attendees	Use of Keswick Campsite. Not open to general public. Owned by Girlguiding Norwich	Low	Medium	.	
From parents	All	Parents to drop off and collect young people at meeting point while maintaining social distance. Individual units to decide where this is. (Campsite/Reading Room Carpark)	Low	Medium	Ensure that the information and consent form for events/activities has been completed and returned prior to the event. In all communications to parents/carers clearly state that no girl must attend if she or anyone in the household is showing symptoms of Covid-19.	

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From close contact between people		<p>All attendees aware of social distancing requirements and able to maintain them.</p> <p>Games to be chosen that ensure social distance is easy to maintain.</p> <p>Ensure ratios are maintained; must be at least two adults at activities during this time.</p> <p>Ensure there is a space where anyone who starts to display symptoms of Covid-19 can wait away from the group to be collected as soon as possible.</p>	Low	Med	<p>Check government guidance on mask wearing and mitigating actions for your activity and ensure these are followed.</p> <p>e.g. Identify in advance any young members that have not been to school since social distancing has come in.</p> <p>They may be less familiar and therefore require you to watch them more closely.</p> <p>Avoid face to face and shouting and singing activities.</p>	
From close contact between guides and leaders		<p>Masks to be added to first aid kit to be used if social distance cannot be maintained (e.g. when delivering first aid). Gloves to be worn when administering first aid.</p> <p>Parents/carers to be asked to stay within 10 minutes of the meeting space in case a girl falls ill or has an accident requiring medical care.</p>	Low	Med	<p>Units to bring own first aid kits</p> <p>Check mobile coverage prior to meeting</p>	

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From sharing	All	Shared equipment to be minimal. Any surfaces or equipment touched by multiple people to be cleaned before and after activity and hands to be washed or sanitized after touching shared equipment.	Low	Med	e.g. Everyone to bring a small backpack with everything they require in it. Include coat and a plastic sitter if it has been wet weather. In damp weather, bags to be worn at all times. Dry weather they can be stored on the ground in a designated area, bags not touching. Keswick campsite will not provide any equipment.	
		Drinks and snacks.	Low	Low	Everyone brings their own water in bottle. Snacks not required.	
From poor hand hygiene	All	On arrival ensure everyone has clean hands, use hand sanitizer. Regularly reapply and always before and after any contact. Units to bring their own sanitiser	Low	Med	Remind units/trefoil to bring own sanitiser. Hand washing facilities and additional hand sanitisers will be available in the WC block.	
		Have ample soap and paper towels available for hand washing during the meeting if practical or use hand sanitizer. Ensure there is a plastic bag to enable appropriate safe disposal of paper towels if used.			Units to bring own - make aware at time of booking. However hand washing facilities and additional sanitisers are available in the WC block.	

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Infection of vulnerable members	All	Ensure you're aware of any girls/volunteers who have a medical condition making them especially vulnerable at this time so you can take necessary precautions or explore alternative ways for them to remain involved without attending in person.	Low	Low		
From shared toilets	all	Toilets cleaned prior and after meetings. Touch points cleaned at regular intervals Girls advised these toilets are only to be used in an emergency Social distancing in place Hand washing signs	Low	Low	Leaders to ensure girls wear masks inside and wash hands thoroughly after using toilet. Leaders to ensure regular cleaning between visits. Email to be sent to parents so they can make sure toilets are used prior to leaving home Leaders to remind girls to wash hands after use.	Leaders to sort out regular cleaning rota.
Participant displays symptoms after meeting, raising concerns that others may have been infected	All	Ensure parents have given the most up-to-date contact and health details and GO is updated accordingly. Attendance records must be kept in case track and trace is required due to a later suspected/case.	Low	High	Leaders to ensure all forms are received and double checked. Trefoil Guild members to use track and trace.	

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Legionella's Checks

Frequency	Check	Cold water	Hot water	Notes
Monthly	Sentinel taps	The water temperature should be below 20°C after running the water for up to 2 minutes	The water temperature should be at least 50°C within one minute of running the water.	This check makes sure that the supply and return temperatures on each loop are unchanged ie the loop is functioning as required

This should be completed at the start of each booking.
The person responsible for this is the leader in charge.
The management committee will also check on a monthly basis and record in information folder.

Shower heads	Dismantle, clean and descale shower heads and hoses	Quarterly or as necessary
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This will be carried out by the management committee and recorded in Legionella file.