

Risk Assessment For Annual Church Camp At Headlands Adventure Centre (2018)

Hazard	Likelihood & Seriousness Of Injury	Control Measures	Remaining Risk
Adverse Weather	Likely Serious	<ul style="list-style-type: none"> • Advance weather reports assessed and camp cancelled if deemed too severe for the average camper • Advice sought from the site owners, considering current and expected weather conditions • Consideration made of water hazards that may be encountered and changes likely with conditions 	Low
Darkness	Very Likely Serious	<ul style="list-style-type: none"> • All campers encouraged to bring torches and spare batteries • Access to toilet area cleared from hazards and well lit during periods of darkness 	Low
Illness	Possible Serious	<ul style="list-style-type: none"> • All children must have a responsible adult who knows their medical information • Individuals and families to carry their own medication • Site First Aiders clearly identified to all campers/visitors & their night-time location known • Leaders briefed on emergency procedures • Contact numbers for emergency services clearly displayed in kitchen area 	Low
Wandering Off/Getting Lost	Possible Very Serious	<ul style="list-style-type: none"> • All children must have a responsible adult caring for them at all times • Camp boundaries and limits are clearly identified and fenced off • Clearly identified route to and back from toilet area 	
Food Poisoning	Possible Serious	<ul style="list-style-type: none"> • Use of handwashing facilities and anti-bacterial gel before cooking/eating • Instructions given on hygiene and camp tidiness • Allocated cooking/water collecting area • Only clean water collected • Kitchen area cleaned and high level of hygiene maintained • Responsible and capable adults are supervising all cooking and cleaning activities. 	Low
Tent Catching Fire	Possible Very Serious	<ul style="list-style-type: none"> • Stoves/naked flames are not allow in tents. • Tents are located away from open fires. • Campers are not permitted to cook outside of the kitchen area • BBQ is in a designated area away from tents • Site has fire buckets, fire bell and procedures to follow 	Low

Burns/Scalding	Possible Very Serious	<ul style="list-style-type: none"> • Groups supervised when cooking • Groups are briefed on handling and correct use of kitchen equipment • Children are not permitted in kitchen unsupervised • Children must be supervised by their responsible adult when at the camp fire • Designated responsible adults build, maintain and extinguish camp fires. 	Medium
Attacks By Animals	Unlikely Serious	<ul style="list-style-type: none"> • Dogs and other pets are not permitted on the site • Wild animals are unable to enter site which is secured by a high perimeter fence 	Low
Equipment Failure	Possible Serious	<ul style="list-style-type: none"> • Equipment tested and checked before, during and after camp • Spares at hand 	Low
Poor Hygiene	Possible Serious	<ul style="list-style-type: none"> • Flushing toilets are available with clean running water, supplied with soap and toilet paper etc • Showers are available for all visitors • Use of disinfectant/wet wipes/antibacterial gel • Waste burned, buried or carried out of the area in appropriate containers. 	Low
Dangerous Buildings	Unlikely Very Serious	<ul style="list-style-type: none"> • Site is maintained by its Trustees to a very high standard 	Low
Fumes	Possible Fatal	<ul style="list-style-type: none"> • Ensure adequate ventilation in tents, toilets and kitchen • Responsible persons only to change gas cylinders on stoves 	Low
Drowning	Possible Fatal	<ul style="list-style-type: none"> • Everyone using the lake must wear a life-jacket • Children must be supervised by their own responsible adult at all times • Water craft are inspected to ensure they are 'sea worthy' • Rules for using the lake are reinforced regularly during the camp and responsible adults have signed to confirm they will supervise their own children • Fencing, banks and foliage around lake are maintained to a high standard by site Trustees • During organised events (e.g. raft building and racing) designated persons will act as lifeguards from canoes alongside the rafts • Life rings to be distributed around the lake shore in visible places 	Medium
Incident With Vehicles	Possible Serious	<ul style="list-style-type: none"> • Motorised vehicles are not allowed onto the site and are restricted to designated and clearly marked parking areas 	Low

Archery Injury	Possible Very Serious/Fatal	<ul style="list-style-type: none"> • Archery is supervised by a trained and responsible adult in a designated and fenced off area • Equipment is checked for damage • Children must be supervised by their own responsible adult. • Areas surrounding archery area is cordoned off 	Medium
Electrocution/Electric Shock	Possible Very Serious/Fatal	<ul style="list-style-type: none"> • All electrical equipment is inspected for damage and water resistance if exposed • Trailing wires all appropriately secured • Only responsible persons allowed to operate electrical equipment • Electrical equipment kept and used well away from lake or other water sources (including rain) 	Low
Slips, Trips & Falls	Possible Serious	<ul style="list-style-type: none"> • The site is maintained to a very high standard by the site Trustees but specific hazards will be removed, reported and cordoned off • Specific hazards are clearly identified and/or well lit • Tree roots and stones etc. are to be expected due to the nature of the terrain. As such, their presence ought not be a surprise. Caution to be encouraged by visitors to the site • Running games should be played when the grass is slippery 	Medium