



ZWIĄZEK HARCERSTWA POLSKIEGO
 ZARZĄD OKRĘGU w IRLANDII
POLISH SCOUTING ASSOCIATION (IRELAND)
 Ireland National Council



OCENA RYZYKA – BIWAK ZUCHOWY/KOLONIA ZUCHOWA
CUB/BROWNIE CAMP RISK ASSESSMENT

(Region/Hufiec) :		
Camp Name : (Koloniam Name)		
Dates of Kolonia :		
Koloniam Location :		
Risk Assessment completed by		
Print name of person	Signature	Date
Risk Assessment verified by Camp Leader (if not the assessment leader)		
Print name of Camp Leader	Signature of Camp Leader	Date
<p>Notes :</p> <ul style="list-style-type: none"> • Complete risk assessment by reviewing risk reduction measures, <u>sharing the details with all koloniam leaders</u> and <u>checking that they are being implemented during koloniam preparations and on koloniam</u>. • Use space provided (or additional sheet) to add any additional relevant information and complete additional assessment of activities not covered. • The risk assessment leader <u>signs off each activity assessment</u> when satisfied that compliance have been achieved. • The Koloniam Leader must verify the completed assessment before signing. • Suggested risk reduction measures should be considered as a guideline. 		

PRE-CAMP ADMINISTRATION

Activity	1. DECISION TO ORGANISE SUMMER CAMP
<p>Suggested Risk Reduction Measures :</p> <ol style="list-style-type: none"> a. Choice of suitable camp leadership team. b. Ensure appropriate ratio of adult scout/guide leaders to children (zuchy and young leaders). c. If Koloniam Leader under 21 and/or not a full scout leader/guider (instruktor/ka), an adult/ full scout leader/guider must participate as a leadership team member for the whole period of koloniam. d. Koloniam leaders to have completed relevant koloniam training course organised by Regional Commission (Hufiec) and PSA Ireland Region (ZHP Okręg Irlandiam) 	

- e. Kolonia leaders (Komenda kolonii) and Scout leader/Guiders (instruktor/ka) understand their individual and collective responsibilities and duties.
- f. Kolonia Leaders over 18 have a valid Garda Vetting check. Kolonia leadership team understand their individual and collective responsibilities and duties relating to Child Protection.
- g. One Kolonia Leader takes responsibility for all First Aid situations. Ideally there should be two Kolonia Leaders who have completed a recognised 1st Aid qualification.
- h. Ensure Kolonia budget and finances are suitable for purpose

Additional Information :

- Kolonia Leaders (Komenda kolonii) to attend training course. (eg. Światło obozowe or equivalent).
- Most leaders should have completed a Child Protection Course.
- Kolonia leaders apply the “Young People First” Child Protection code of good practice
- Kolonia First Aider should have completed a 1st Aid course in the last 3 years.

Kolonia training course attended by the following Kolonia Leaders:

Name: _____ Date course attended: _____

Child Protection Training attended by the following Kolonia Leaders:

Name: _____ Date Course attended: _____

First Aid course attended by:

Name: _____ Date course attended: _____

Checked by :

Date:

Activity | 2. AUTHORISATION OF KOLONIA

Suggested Risk Reduction Measures :

- Kolonia must be authorised by both, Regional Commission (Hufiec) and PSA Ireland Region (ZHP Okręg Irlandia)
- Kolonia leaders to draw up outline kolonia programme (Ramowy Program) & submit it to Regional Commission (Hufiec).
- Kolonia activity outside of Ireland must also be authorised by the Chief Scout/Guide. (Naczelnik/Naczelniczka)

Additional Information :

- Outline programme should be submitted 4 – 6 weeks before the start of kolonia.
- Kolonia organised outside of the Ireland must be fully authorised at least 3 months before the start date.

Provisional plan sent to Ireland Commissioner: Yes/No Date: _____

Checked by :		Date:
Activity	3. SELECTION OF KOLONIA SITE	
Suggested Risk Reduction Measures :		
a. Ensure building is compliant with health and safety regulations.		
b. Camp leaders to visit & assess site & surroundings before start of kolonia.		
c. Consider suitable methods of transport to kolonia.		
Additional Information:		
Kolonia Checklist:		
1	Location safety	Distance from main road & residential areas. Exclusivity of use of site
2	Landowner	Ensure that contact with landowner is possible during duration of kolonia.
3	Police safety	Location of local station; inform police that kolonia taking place within their catchment area. Enquire about location safety.
4	Health safety	Location of nearest GP surgery, inform of kolonia in vicinity. Location of nearest A&E/Minor Injury Units &/or Local hospital with 24hr A&E unit
5	Fire Safety	Leaders aware of how the system works, what emergency numbers to call, how to isolate problem detectors.
6	Accommodation Sleeping	Number of beds/bedrooms; layout of rooms Stairs Access to living accommodation from outside
7	Accommodation Hygiene	Number of bathrooms, toilets, showers, indoor/outdoor
8	Accommodation Day facilities	Day rooms, wet weather accommodation
9	Accommodation Dining area	Type of tables/seating Number per sitting
10	Kitchen facilities	What kitchen facilities, equipment
11	Drinking water	Indoor and out door
12	Planning for food safety	Devise suitable methods for storing food, in particular dairy, meat & fresh produce. Consider how to keep food safe from decay, unwanted visitors etc.
13	Food supplies	Local shops, any potential delivery service, arranging discounts from local stores, access to supermarket/cash & carry store for bulk buy, any speciality local produce available during kolonia time
14	Ability of close access to kolonia site - transport	How close will coach be able to get to site, how close will equipment transport get to site, availability of local trailer with tractor for transporting equipment (if relevant).
15	Rubbish disposal	How disposed, local waste amenity site, recycling, segregation of waste
16	Ground sheets	Ensure there are plenty of ground sheets, to prevent participants sitting on the bare ground.

17	Amenities	Ensure all are available and metre readings are recorded at start of Kolonia. Know where to switch them off if needed.
18	Woodland area	Obtain permission to access. Consider safety of access
19	Administrative	Cost of site. Confirm use of site in writing. Suggested local coach companies, tourist information, attractions for day trips

Activity	4. SUITABILITY OF KOLONIA PARTICIPANTS	
Suggested Risk Reduction Measures :		
a. Meets the criteria set out in information letter for accepting applications for camp. b. Signed parental agreement for participation at kolonia and in all kolonia activities. c. All kolonia application formalities to be fully completed and submitted within agreed timeframe as directed by Regional Commission (Hufiec) and PSA Ireland Region (ZHP Okręg Irlandia) d. All participants to submit health assessment form. (Karta kwalifikacyjna podpisana przez rodzica/opiekuna) e. Kolonia leaders aware of and understand any special needs (dietary, health, emotional etc) of participants and give due consideration when planning activities. f. All participants and parent/guardian to sign their agreement to abide by camp regulations. (Regulamin kolonii)		
Additional Information :		
<ul style="list-style-type: none"> • Criteria set out in first information letter. • Closing dates for applications clearly stated. • Camp regulations form. <p>All participants have fulfilled required formalities for kolonia</p>		
Checked by :		Date:

Activity	5.FOOD AND CLEANLINESS	
Potential Risk	Major/minor injuries such as: Food poisoning	
Persons at risk	All participants and visitors	
Risk Reduction Measures :		
a. Separate Kitchen regulations displayed - to include all safety rules relating to safe food preparation and conduct in the kitchen area. Ensure that they are adhered to. b. Water / soap / towel readily available for washing hands in kitchen and toilet areas. c. Follow Food Safety guidelines in respect to the use of separate equipment for preparation of meat, fish & vegetable. d. Store all food supplies as appropriately as conditions allow. e. Use fresh produce where available. f. Organise transport of produce to kitchen g. Provision of safety equipment in kitchen e.g. fire blanket/fire extinguisher. h. If cooking on gas, shut off all gas bottles after every use & before exchange of empty bottles. i. Ensure dining tables are cleaned with antiseptic spray after each meal. j. Ensure all wash areas and toilets are cleaned on a daily basis.		

Additional Information : Kitchen Rules will be explained to all users Hygiene requirements in place	
Checked by :	Date:

Activity	6.PROGRAMME ACTIVITIES – ON SITE/IN VICINITY
Potential Risk	Major/minor injuries such as: Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, burns, scalds
Persons at risk	All participants/guests taking part in activity
Risk Reduction Measures :	
a. Regulations to be displayed – all kolonia members to be aware of them.(Regulamin Kolonii)	
b. All activities to be planned with experience of participants in mind.	
c. All activities to be planned with terrain in mind. Terrain must be checked prior to start of activity.	
d. All activities to have clear instructions given and checked if understood.	
e. Prohibited activity to be made explicit.	
f. Post-activity review and log any comments for improvement/doing differently.	
g. Any night time activity to have clear parameters set out – terrain, length of activity, way to attract help if in difficulty.	
h. Each group to have small emergency first aid kit with them.	
Additional Information :	
Checked by :	Date:

Activity	7. PROGRAMME ACTIVITIES – OFF SITE
Potential Risk	Major/minor injuries such as: Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, Getting lost
Persons at risk	All camp participants/guests taking part in activity
Suggested Risk Reduction Measures :	
a. Ensure adequate adult/child ratio for activity.	
b. Adapt trail to capability of members – distance, conditions.	
c. Before activity inspect participants' personal equipment. Ensure participants have adequate footwear and clothing.	
d. Establish communication method between leaders and instructors. Ensure all members are aware of relevant emergency procedures and what to do if separated from the group. e. Employ walking guidelines.	
f. Ensure leaders and instructors have personal emergency kit and can use it correctly.	
g. Leaders to check participants' progress during activity.	
h. Consider use of high visibility vests.	
i. Consider suitable methods of transport.	

Additional Information :		
Checked by :		Date:

Activity	8. SPORTS ACTIVITIES – ON OR OFF SITE	
Potential Risk	Major/minor injuries such as: Skeletal – broken limbs Musculoskeletal – strains, sprains Skin abrasions – cuts, grazes, Exhaustion	
Persons at risk	All camp participants/guests taking part in activity	
Suggested Risk Reduction Measures : a. Where practicable ensure sports take place on reasonably level area of campsite. b. Follow rules established for activity (provided by activity provider). c. Activity to be led by a qualified instructor – if applicable. d. Check personal equipment before activity. e. Obtain statement of capabilities of participants. f. Consider weather and time of day for activity.		
Additional Information :		
See note on separate specific activity risk assessments below		
Checked by :		Date:

Activity	9. HEALTH-RELATED ISSUES	
Potential Risk	Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, burns, scalds Food poisoning Colds, flu, other infectious diseases Exhaustion	
Persons at risk	ALL kolonia participants	
Suggested Risk Reduction Measures : a. All parental agreement with health information to be sent to Kolonia Leader / First Aider prior to kolonia. b. Identified Kolonia leader responsible for all First Aid. c. Kolonia leaders to be aware of any health-related needs (incl. impact and care needed) of all kolonia participants, taking care to ensure confidentiality of information. Initial information comes from the Health Form signed by parents. d. Kolonia leaders have basic understanding of impact/care needed of any identifies health needs. e. Arrangement of local General Practice cover for duration of kolonia. f. Awareness of location of local A&E unit, Minor Injury Unit. g. Emergency contacts are available – for professionals as well as scouting managers. h. Appropriate First Aid kit available, Separate First Aid kit in kitchen area.		

- i. Kolonia participants to be told that they are not to self-medicate or medicate another kolonia participant unless directed by Kolonia First Aider or a suitably qualified practitioner identified to administer medication.
- j. Kolonia activities planned accommodating health needs of participants.
- k. Special dietary requirements to be taken into account when preparing meals.
- l. Camp First Aid Incident Log maintained on an ongoing basis by First Aider.

Additional Information :

- All parental agreement with health information to be kept on file after kolonia in accordance to current Ireland Regional Commission and PSA Ireland National Council Executive. (wytyczne Komendy Hufca i Zarządu Okręgu Irlandia)
- Kolonia First Aid Logbook to be kept on file after kolonia in accordance to current Ireland Regional Commission and PSA Ireland National Council Executive. (wytyczne Komendy Hufca i Zarządu Okręgu Irlandia)

Checked by :

Date:

10. RISK ASSESSMENT FOR SPECIFIC ACTIVITIES

(if not covered previously)

Separate risk assessments should be carried out if going off site during camp eg. (but not exclusive):

- walking trips/hikes,
- activity centre trips
- seaside trips,
- swimming pool trips

Use template below

Polish Scouting Association Ireland National Council Związek Harcerstwa Polskiego Okręg w Irlandii

One off Risk Assessment Form / Ocena Ryzyka poszczególne zajęcia

Event/Activity: Rodzaj imprezy:				Name of Unit: Nazwa Jednostki:		
Event Coordinator: Komendant/ka:		Numbers Attending: Ilość uczestników:	Adults: Dorosłych	<input type="text"/>	Children: Młodzieży	<input type="text"/>
Consent for Event/Activity forms completed: (circle) Pozwolenie opiekuna: Yes No N/A		Venue: Miejsce imprezy:		Event Date: Data imprezy:		
Assessors Name: Nazwisko oceniającego:		Assessors signature: Podpis oceniającego:		Date signed: Data podpisu:		
Hazard Ryzyko	Who is affected? Kogo dotyczy?	What controls are in place? Jakie są zabezpieczenia?	Risk level (L/M/H) Poziom ryzyka (W/Ś/N)**	Are further controls necessary? Jakie należy wprowadzić dodatkowe zabezpieczenie?	Action by & date Kto i do kiedy zrobi?	Review by & date Przegląd – kto/kiedy?

Continue on additional sheet if necessary
ZHP Okręg Irlandia/PSA Ireland Region
Polish Scouting Association (Ireland) Ltd. by guarantee reg. no 522608
marzec/march 2019

** w – wysoki, Ś – średni, N – niski

Camp Risk Assessment/ Obóz/Biwak Ocena Ryzyka ENG

Hazard Ryzyko	Who is affected? Kogo dotyczy?	What controls are in place? Jakie są zabezpieczenia?	Risk level (L/M/H) Poziom ryzyka (W/Ś/N)	Are further controls necessary? Jakie należy wprowadzić dodatkowe zabezpieczenie?	Action by & date Kto i do kiedy zrobi?	Review by & date Przegląd – kto/kiedy?

Continue on additional sheet if necessary

ZHP Okręg Irlandia/PSA Ireland Region

Polish Scouting Association (Ireland) Ltd. by guarantee reg. no 522608

marzec/march 2019

** w – wysoki, Ś – średni, N – niski

Camp Risk Assessment/ Obóz/Biwak Ocena Ryzka ENG

--	--	--	--	--	--	--

Continue on additional sheet if necessary

ZHP Okręg Irlandia/PSA Ireland Region

Polish Scouting Association (Ireland) Ltd. by guarantee reg. no 522608

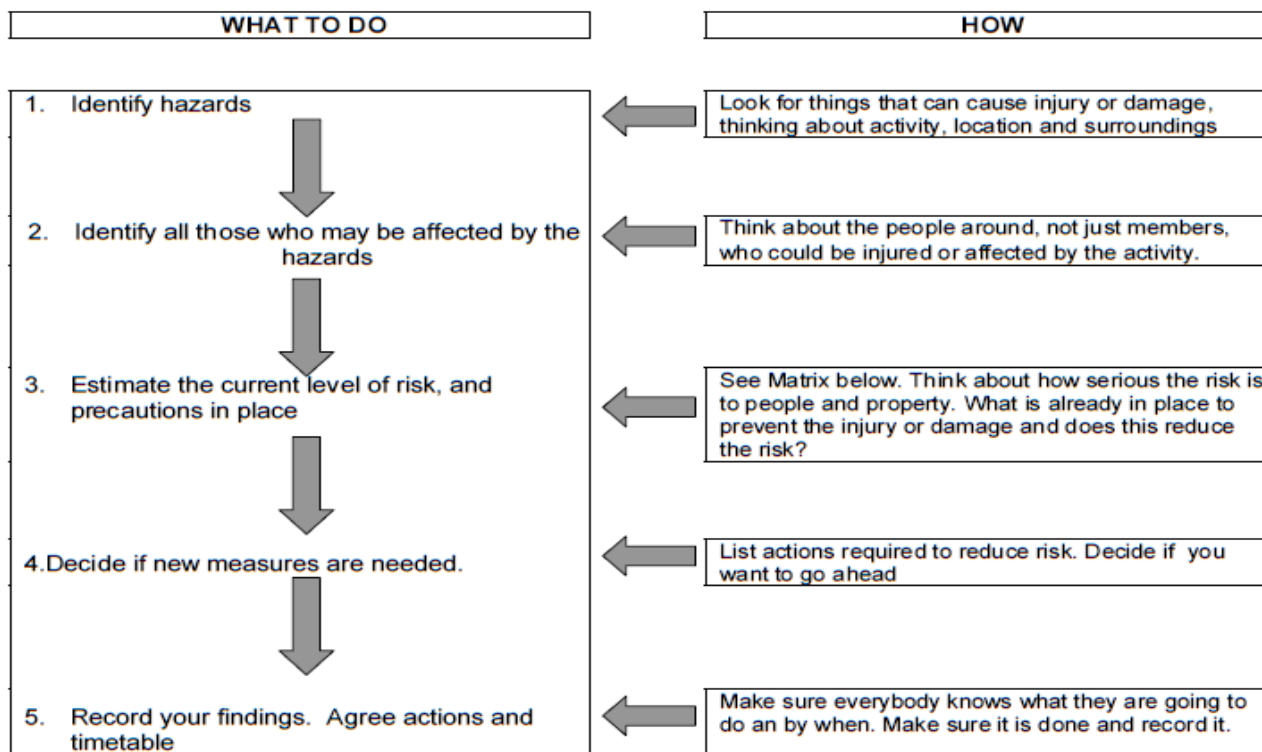
marzec/march 2019

** w – wysoki, Ś – średni, N – niski

Camp Risk Assessment/ Obóz/Biwak Ocena Ryzka ENG

www.zhp.ie

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely Harmful multiple injuries, major fractures, fatalities
Likelihood				
UNLIKELY Rarely happens		LOW	LOW	MEDIUM
LIKELY Often happens		LOW	MEDIUM	HIGH
VERY LIKELY Nearly always happens		MEDIUM	HIGH	HIGH

Helpful websites www.Girlguiding.org.uk

www.hse.gov.uk