



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



OCENA RYZYKA – OBÓZ/BIWAK HARCERSKI
SCOUT/GUIDE CAMP RISK ASSESSMENT

Troop/Drużyna (Region/Hufiec) :		
Camp Name :		
Dates of Camp :		
Camp 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
Notes : <ul style="list-style-type: none"> • Complete risk assessment by reviewing risk reduction measures, <u>sharing the details with all camp leaders</u> and <u>checking that they are being implemented during camp preparations and on camp.</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 Camp 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
Suggested Risk Reduction Measures :	
a. Choice of suitable camp leadership team. b. Ensure appropriate ratio of young leaders/ adult scout/guide leaders to scouts/guides. c. If Camp 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 camp. d. Camp leaders to have completed relevant camp training course organised by Regional Commission (Hufiec) and PSA Ireland Region (ZHP Okręg Irlandia)	

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

Additional Information :

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

Camp training course attended by the following Camp Leaders:

Name: _____ Date course attended: _____

Child Protection Training attended by the following Camp Leaders:

Name: _____ Date Course attended: _____

First Aid course attended by:

Name: _____ Date course attended: _____

Checked by : _____

Date: _____

Activity	2. AUTHORISATION OF CAMP	
Suggested Risk Reduction Measures :		
a. Camp must be authorised by both, Regional Commission (Hufiec) and PSA Ireland Region (ZHP Okręg Irlandia)		
b. Camp leaders to draw up outline camp programme (Ramowy Program) & submit it to Regional Commission (Hufiec).		
c. Camping activity outside of Ireland must also be authorised by the Chief Scout/Guide. (Naczelnik/Naczelniczka)		
Additional Information :		
<ul style="list-style-type: none"> • Outline programme should be submitted 4 – 6 weeks before the start of camp. • Camps 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 CAMP SITE	
Suggested Risk Reduction Measures :		
a. Find site suitable to the type of scouts/guides going on camp (beginners, experienced, rangers). b. Find site suitable for type of activities planned. c. Camp leaders to visit & assess site & surroundings before start of camp. d. Consider suitable methods of transport to camp.		
Additional Information :		
<ul style="list-style-type: none"> Assess site using check list (see separate form <i>Zwiad terenu obozu/Checklist for Campsite visit</i> – this list is not a definitive list but a suggestion of what to look out for). 		
Checked by :		Date:
Activity	4. SUITABILITY OF CAMP 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 camp and in all camp activities. c. Camp 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. Appropriate Camp Leaders aware of and understand any special needs (dietary, health, emotional etc) of participants and give due consideration when planning activities. e. All participants and parent/guardian to sign their agreement to abide by camp regulations. (Regulamin obozu/biwaku)		
Additional Information :		
<ul style="list-style-type: none"> Criteria set out in first information letter. Closing dates for applications clearly stated. Camp regulations form. 		
All participants have fulfilled required formalities for camp		
Checked by :		Date:

Activity	5. SETTING UP AND STRIKING CAMP	
Potential Risk	Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds Cutting down trees and erecting flag poles. Risk of serious injury /crushing Falling from height – risk of injury Lifting heavy equipment – risk of injury	
Persons at risk	All camp participants carrying out regular camp duties Any visitors assisting with regular camp duties	
Suggested Risk Reduction Measures :		
a. Plan layout of camp during site assessment visit. b. If possible delivery/removal of equipment direct to the site. c. Ensure large items are carried in appropriate teams. d. Employ correct handling techniques for shape and weight of objects – to be demonstrated & supervised by leaders. e. Use equipment correctly & safely – to be demonstrated & supervised by leaders. f. Inspect all equipment before start of camp – repair & replace damaged or unsuitable items.		

- g. Ensure camp members work in teams – task rotation during harder tasks.
- h. Adequate supervision of camp members at all times – especially inexperienced participants. Ensure frequent breaks.
- i. Ensure camp members are dressed suitably for tasks. (note footwear)
- j. Ensure access to first aid kit available in strategic places.
- k. Ensure construction work is assessed for suitability.
- l. Provide suitable equipment for all camp setting up/striking activities.
- m. Trees in general are not to be cut down, in particular over 75mm dia.
- n. Flag pole length is to be limited so as not to overbalance during erection.
- o. Working at height to be avoided. If absolutely necessary, only with appropriate equipment and protection. Subject to a specific Risk Assessment

Additional Information :

Camp layout will take into consideration terrain constraints and advantages

Checked by :

Date:

Activity	6. REGULAR CAMP DUTIES e.g. water carrying, kitchen, camp fire, cleaning latrine / washing area (służba obozowa)
Potential Risk	Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds Food poisoning
Persons at risk	All camp participants carrying out regular camp duties Any visitors assisting with regular camp duties
Suggested Risk Reduction Measures :	
<ul style="list-style-type: none"> a) Provide suitable equipment for all regular camp duties - to minimise risk, e.g. sufficient aqua rolls, hosepipe, saws etc. b) Demonstrate & supervise correct use of tools, e.g. saws & pick axes. c) Demonstrate and supervise safe execution of regular camp duties e.g. gathering of wood, carrying water. d) Inspect equipment before & during camp – replace worn or unsuitable items, replacement parts should be available in camp equipment if items necessary and can't be replaced locally. e) Kitchen regulations displayed - to include safety rules relating to safe food preparation and conduct in the kitchen area. f) Water / soap / towel readily available for washing hands in kitchen and near latrine areas. g) Follow Food Safety guidelines in respect to the use of separate equipment for preparation of meat, fish & vegetable. h) Ensure food preparation areas are cleaned with antiseptic spray before and after use. i) Dining tables are cleaned with antiseptic spray after each meal. j) Store all food supplies as appropriately as conditions allow. k) Use fresh produce where available. l) Provision of safety equipment in kitchen area, e.g. fire blanket/fire extinguisher, cordon off the fire and chimney area. m) Construct fireplace in kitchen area strong enough to bear weight of cooking pans. n) If cooking on gas, shut off all gas bottles after every use & before exchange of empty bottles. o) Choose suitable campfire (CF) site- at a safe distance from living quarters and clear of overhanging tree branches. p) Ensure suitable preparation of CF area. Clear away all vegetation on the ground including pine needles to the point of clean soil. 	

q) Appoint person to mind the fire (rota basis probably required). r) Keep water/sand bucket at CF site. s) Add firewood in controlled manner. t) Ensure that camp members do not sit too close to the fire. u) Prepare safe programme for CF. v) Extinguish fire before leaving CF site. w) All night watch shifts to be conducted in teams – inexperienced members to be accompanied by experienced members. x) Camp leaders must ensure that each team is familiar with night watch routine.	
Additional Information : Kitchen Rules will be explained to camp participants Hygiene requirements in place	
Checked by :	Date:

Activity	7. PROGRAMME ACTIVITIES – ON SITE/IN VICINITY
Potential Risk	Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds
Persons at risk	All camp participants/guests taking part in activity
Suggested Risk Reduction Measures : a. Camp regulations to be displayed – all camp members to be aware of them. (Regulamin obozu/biwaku) b. All activities to be planned with experience of camp participants in mind. c. All activities to be planned with camp terrain in mind. Terrain must be checked prior to start of activity. d. All activities to have clear instructions given and reasonable efforts should be made to ensure participants understand the instructions. e. Prohibited activity specific to an activity to be made explicit. f. Post-activity review and log any comments for improvement/doing differently. g. Any nighttime 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 : Camp Regulations will be displayed on notice board	
Checked by :	Date:

Activity	8. PROGRAMME ACTIVITIES – OFF SITE
Potential Risk	Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds Getting lost
Persons at risk	All camp participants/guests taking part in activity
Suggested Risk Reduction Measures : a. Adapt trail to capability of camp members – distance, conditions. b. Before activity inspect participants' personal equipment. Ensure participants have appropriate footwear, clothing, and water.	

<p>c. Ensure that all participants can use a compass and map if required.</p> <p>d. Establish communication method between participants and base camp. Ensure all members are aware of relevant emergency procedures, contact numbers and what to do if separated from group.</p> <p>e. Employ trekking guidelines.</p> <p>f. Ensure participants have personal emergency kit and can use it correctly.</p> <p>g. Leaders to check participants' progress during activity.</p> <p>h. Wear distinct and uniform clothing, Scouts Uniform or camp "T" shirts (Obozówki). Consider use of high visibility vests.</p> <p>i. Consider suitable methods of transport.</p>		
Additional Information :		
Checked by :		Date:

Activity	9. SPORTS ACTIVITIES – ON OR OFF SITE	
Potential Risk	<p>Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds Exhaustion</p>	
Persons at risk	All camp participants/guests taking part in activity	
Suggested Risk Reduction Measures :		
<p>a. Where practicable ensure sports take place on reasonably level area of campsite.</p> <p>b. If utilising an activity provider follow rules established for activity.</p> <p>c. If applicable, activity to be led by a qualified instructor.</p> <p>d. Check personal equipment before activity.</p> <p>e. Consider capabilities of participants.</p> <p>f. Consider weather and time of day for activity.</p>		
Additional Information :		
Checked by :		Date:

Activity	10. HEALTH-RELATED ISSUES	
Potential Risk	<p>Major/minor injuries for example: Musculoskeletal – strains, sprains, bruising Skeletal – broken bones Skin abrasions – cuts, grazes, burns, scalds Food poisoning Colds, flu, other infectious diseases Exhaustion</p>	
Persons at risk	ALL camp participants	
Suggested Risk Reduction Measures :		
a. All parental agreement with health information to be sent to Camp Leader / First Aider prior to camp.		

- b. Identified camp leader responsible for all First Aid.
- e. Camp leaders to be aware of any health-related needs (incl. impact and care needed) of camp participants, taking care to ensure confidentiality of information. Initial information comes from the Health Form signed by parents.
- d. Arrangement of local General Practice cover for duration of camp.
- e. Awareness of location of local A&E unit, Minor Injury Unit.
- f. Emergency contacts are available – for professionals as well as scouting managers.
- g. Appropriate First Aid kit available, Separate First Aid kit in kitchen area.
- h. Camp participants to be told that they are not to self-medicate or medicate another camp participant. Camp First Aider or a suitably qualified practitioner identified to administer medication.
- i. Camp activities planned accommodating health needs of participants.
- j. Special dietary requirements to be taken into account when preparing meals.
- k. 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 camp in accordance to current Ireland Regional Commission and PSA Ireland National Council Executive. (wytyczne Komendy Hufca i Zarządu Okręgu Irlandia)
- Camp First Aid Logbook to be kept on file after camp in accordance to current Ireland Regional Commission and PSA Ireland National Council Executive. (wytyczne Komendy Hufca i Zarządu Okręgu Irlandia)

Checked by :

Date:

11. 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 zajęcie

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) reg. no 522608

marzec/march 2019

** w – wysoki, Ś – średni, N – niski

Camp Risk Assessment/ Obóz/Biwak Ocena Ryzyka ENG

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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
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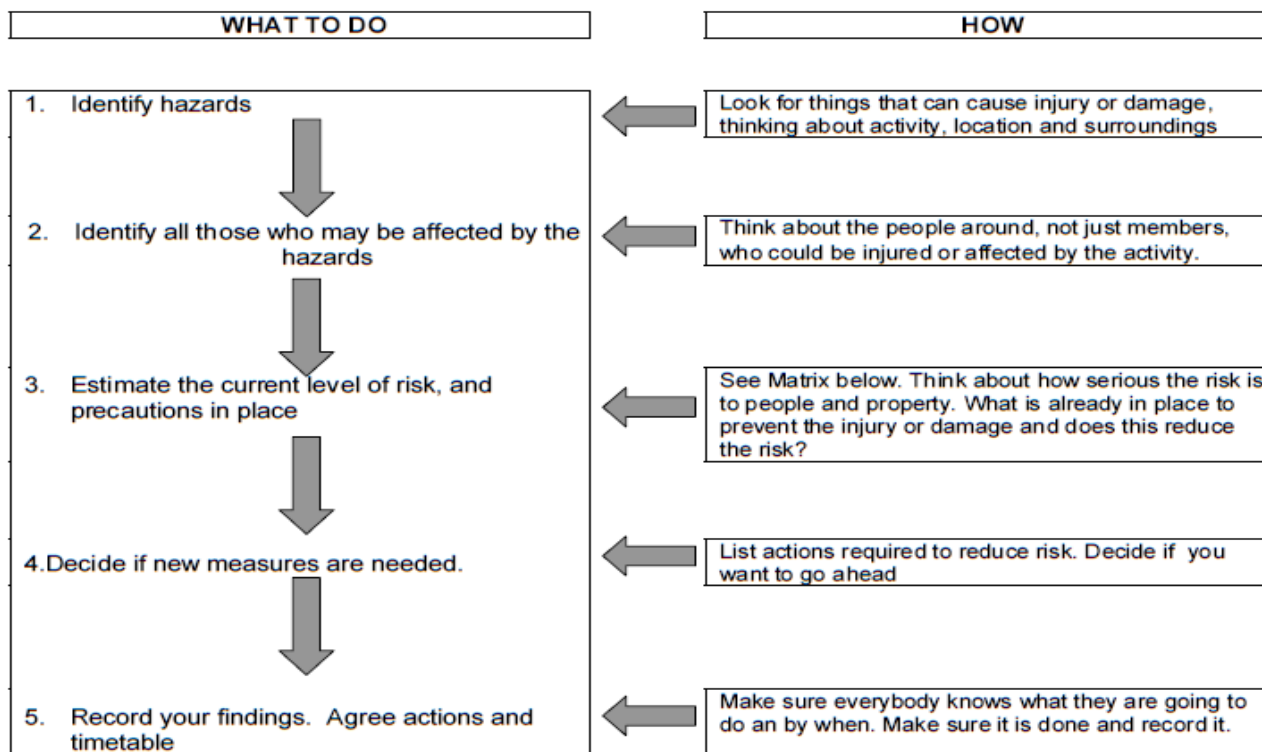
Continue on additional sheet if necessary
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RISK MANAGEMENT



RISK ASSESSMENT MATRIX

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

Helpful websites www.Girlguiding.org.uk

www.hse.gov.uk