

Risk assessment:		East Surrey District Scouts / Explorers Colditz Night Exercise	
Date:		10-11 March 2018	
Location:		Oxted School and countryside to the south of Oxted	
Number of young people:		115-130	
Hazard	Who might be harmed	What are the risk controls	Is more risk control needed?
Traffic hazards at Oxted School rear car park and approach drive - parents arriving by car in hours of darkness, multiple vehicles reversing, moving around etc, boots open, young people milling around	ALL	Vehicles to arrive and leave through Park Road entrance and should be parked in designated parking spaces with consideration to other road users/vehicles/pedestrians.	Consider having stewards present in car park and at Park Road entrance from 2015 to 2100
	ALL	Leaders to watch over Car Park areas and encourage all to be aware of their environment and be attentive and take care when using/crossing the car park.	
	ALL	If parties arriving by minibus, Drivers/Leaders to supervise safe embarkation and disembarkation of passengers at meeting point.	
	ALL	No loitering in Car Park.	
	ALL	Parents and young people to be warned of risks of traffic whilst in car park and on approach drive	
Road accident while transporting patrols to and from hike starts, either on car park, approach drive or on public roads	ALL	Scout Association rules followed for using a Minibus; minibuses to be sourced from reliable and known providers and driven by known, named and trusted drivers	careful consideration given to minimising number of drop off and pick up points and ensuring there is room for minibus to stop safely
	ALL	Leaders and First Aid kits on board each Minibus. Drivers to be dressed appropriately for outdoor work if necessary	
		Young people to remain in the building until the next minibus driver is ready to escort teams to the minibus with their leader	
	ALL	Local police informed of the event taking place	
	ALL	Teams to leave by minibus in staggered time slots. Sufficient minibuses to be available to ensure that pressure is not applied to hurry	
	ALL	Driver to supervise safe embarkation and disembarkation of passengers at base point.	careful consideration given to minimising number of drop off and pick up points and ensuring there is room for minibus to stop safely
	ALL	Particular care to be taken on Park Road and Bluehouse Lane	

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Accident while Spotters are searching for teams causing general injury/ injuries from Road Traffic Accident.	ALL	Spotters are using private vehicles, and acting as volunteer drivers. Spotters confirm that their vehicles are roadworthy, taxed and insured and that they are fit to drive within DVLA requirements.	Yes - great care in ensuring the spotters understand the ethos of what we require and do not search with too much ZEAL. They are not there to find the Scouts but to encourage them to hide and to further ensure their safety
		Spotters to carry hi viz, torches, first aid kits and to be dressed appropriate to the weather	
	ALL	Spotters are reminded to drive with due care and attention and to adhere to the Highway Code and UK law.	
	ALL	Mobile phone numbers to be exchanged with HQ for contact purposes and any emergency situations should be reported immediately.	
	ALL	Spotters to carry unique laminated certificate identifying each car, and are to provide this to teams when stopping them. Spotters to be briefed that they are there, not to stop the teams but to encourage them to hide	
Risk of General Injury during Exercise causing (but not limited to):- slips, trips, falls, sprains, breaks, bruises, abrasions, head injury, concussion, back pain, muscle sprains, entrapment, infection, sores, minor cuts, bites, stings, scratches, open wounds, poisoning, drowning, physical or emotional harm, disability, drowning and death.	ALL / young people	Ability and general health & fitness of Group taken into consideration when planning event.	
	ALL / young people	Leader to Participant Ratio acceptable - team size 4-7	
	ALL / young people	The Activity is age range appropriate – in some cases Groups to be encouraged to restrict event to Year 7 and above only	
	ALL / young people	Safety Brief given to all participants by Leader in Charge in advance of the Exercise which includes points of safety, emergency procedures and protocols.	
	ALL / young people	Teams to consist of a minimum of 4 but maximum of 7 participants. DBS checked Adult supervisor to accompany Scout Teams. Teams must not join together.	
	ALL / young people	Scouts have basic knowledge of Navigation, first aid, road safety and country code.	
	ALL / young people	Minimum of 2 mobile phones must be carried by each participating team with emergency numbers pre-loaded.	First Aid kit and survival bag to be carried by each Team.

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	ALL / young people	Laminated Briefing sheets and map provided	
	ALL / young people	The team must remain together for the duration of the exercise and in the event of an emergency	
	ALL / young people	Spotters will constantly patrol all areas searching for the teams and in the event of an emergency will double as first aid response should the need arise.	
	ALL / young people	Spotters will identify themselves on sighting/challenging of teams and will produce their unique laminated card for identification. Groups will take great care interacting with private motorists and this should be done by the adult.	
	ALL / young people	Teams to be made aware of the dangers of country roads at night. Where possible, avoid crossing/walking on road sides but if necessary always walk in single file, in a facing traffic direction (except where it would be safer on the other side e.g. verge, bends etc). ALL TEAMS MUST HIDE FROM VEHICLES. By hiding, the teams will be off the road as cars approach. Any team found not hiding will be disqualified.	
	ALL / young people	Every member of every team should carry a good and robust working torch	
Risk of inappropriate accusations leveled at lone adults accompanying Scout teams (added at request of 1st Burstow Scout Group)	Adults	Teams to be selected with care ensuring Scout-like behaviour	Where possible, two adults with each team. Not always possible. All adults to be DBS cleared
	Adults	Adult leader never to allow themselves to be with one young person but out of sight of other young people	
	Adults	Teams to keep together and head count to be taken at regular intervals	
	ALL / young people	Suitable route choice using designated pathways, access routes.	
		Ideally keep to the road	

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Injury whilst walking through woodlands, on public footpaths and public footpaths which cross farm land. such as but not limited to:- Slips, Trips, Sprains, Falls, Head Injury, Breaks, Concussion, Bruises, Abrasions, Scratches, Entrapment, Bites (incl. animal bites), Stings, Disability, Death.	ALL / young people	Use appropriate pace. Pace of slowest to be adopted. Teams to remain together.	
	ALL / young people	All persons reminded to be aware of their environment, be attentive and take care.	
	ALL / young people	Team Leader at front of group to look for hazards as far as practically possible. Warn others if possible.	
	ALL / young people	Follow the Country Code and leave gates correctly positioned.	
	ALL / young people	Do not touch animals or go near any farm machinery in fields.	Cattle: take particular care when crossing fields with cattle in them. Avoid fields where there are calves and cows. If necessary, turn back
	ALL / young people	Ensure Scouts are aware of brambles and low-hanging tree branches; work together and use torches	
	ALL / young people	Do not touch or go near any chemical or other containers in fields or along route.	
Collisions with objects such as (lamp posts, bollards, fences, barbed wire, electric fences, trees, brambles, glass bottles, debris etc) or other participants causing injuries such as but not limited to, concussion, cuts, bruises and abrasion.	ALL / young people	Suitable route choice using recognised, designated pathways, access routes.	
	ALL / young people	Participants reminded in safety brief to be aware of their environment, be attentive and take care.	
	ALL / young people	Culture of stop and check prior to committing encouraged. i.e. "Look before you Leap".	
	ALL / young people	Culture of looking out for one another encouraged.	

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	ALL / young people	Remind participants that they should have plenty of time to hide as they should be able to hear vehicles approaching some distance before they arrive. Scouts reminded not to take inappropriate risks.	
Environment – Weather and or Water conditions. Risk of being too cold (hypothermia) or too hot (heat exhaustion) etc. Rain causing additional slipping and tripping hazards to route with slippery terrain, loose ground or river levels rising.	ALL / young people	Forecast checked and suitable, clothing, food, hot/cold drinks brought/ provided if necessary.	Event to be cancelled in the event of heavy driving rain, ice and snow, or flooding in the days beforehand
	ALL / young people	Monitor weather, wind and/or water conditions during event and take appropriate action.	
	ALL / young people	Carry correct equipment for prevailing terrain and weather conditions.	
	ALL / young people	Group reminded of the need to drink plenty of fluids especially when undertaking strenuous activities.	
	ALL / young people	Participants to bring sufficient food/water supplies with them and have eaten a meal/had a drink, prior to start.	
	ALL / young people	Multiple thin layers of clothing advised in order to regulate body temperature whilst on the exercise.	
	ALL / young people	Survival Blanket taken for emergencies advised (Good practice).	
but not limited to, drowning, hypothermia, disability and death	ALL / young people	Routes avoid water (lakes, rivers boggy areas etc).	
	ALL / young people	No river/stream crossings. Participants reminded to avoid water pooling areas or boggy areas.	
	ALL / young people	Group should not walk next to water edges.	
	ALL / young people	All persons to be aware of their environment and be attentive and take care when near to water.	
Hard, uneven and slippery surfaces causing slips, trips and/or falls and twisted ankles.	ALL / young people	Selection of route known to Leader in Charge.	All road routes will be checked in daylight by car on the Saturday afternoon
	ALL / young people	Teams/Spotters to remain vigilant to any possible hazard(s) en route, as far as practically possible. Report to Leader in Charge if necessary.	
	ALL / young people	Monitoring of the teams progress via signed Checkpoints as far as practically possible during the activity.	

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	ALL / young people	Young people to use a sensible pace for terrain. Whole group to walk at the pace set by the slowest member of the team.	
	ALL / young people	Group to wear correct footwear for terrain. Sturdy, weatherproof boots with good ankle protection advised.	
Young person lost	Young person	Teams reminded of the importance of keeping together.	
	Young person	Regular Headcounts to be taken, especially at start and end of activity and when moving on from one location. Teams to perform headcount check on arrival at each checkpoint and report a missing team member immediately.	
	Young person	If the team become lost, they are instructed to switch on their phones, phone the emergency number and stay at a safe place on the nearest roadside with torches switched on. The nearest vehicles will be sent to find them.	
Young person lost	Young person	In the event of an individual lost team member, defined Emergency Procedure to be followed.	
Young person lost	Young person	If a team cannot locate the nearest roadside, they should remain where they are and give the International Distress Signal of six blasts on a whistle followed by a minute pause to help the rescue parties locate them	
	Young person	Information of planned start/finish/route, maps and timings, passed to responsible person in case of Lost Group.	teams are instructed to stay together at all times. No team member should be left alone even in an emergency situation.
	Young person	Full list of participant details together with emergency contact details to be with Leader in Charge at all times.	Good Practice. A high visibility vest or reflective item could be taken on exercise for use in emergency situations
	Young person	At a set time, the exercise will cease. Any teams who have not completed the course should make their way to a safe place on the nearest roadside and switch on their torches. Nearest vehicles will locate the teams and transport them back to HQ.	Area and Route known to Leader(s).
Young person lost	Young person	Leaders to have fully charged mobile phones with them on the activity and ensure they have a back up procedure for contact with each other in the case of an emergency i.e. whistles. Paper back up also taken if using mobiles in case of phone malfunction, lack of charge or signal.	Teams sign checkpoints in the correct order, placing the team on route.

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Failure of Safeguarding - risk to young people from adults in the public space and out on the hike	Young person	All Leaders / Assistant Leaders to be DBS cleared and known members of the Association and/or known Occasional Helpers	
	Young person	All Leaders / Assistant Leaders to have read and acknowledged compliance with the Scout Association Child Protection Yellow Card.	
		Young persons not to interact with members of the public out and about in the small hours, except through their adult leaders, except in emergency	
	Young person	All Medicines to be notified to Leaders by parents on arrival, together with clear written instructions concerning dosage, frequency of dosage and when medicine is to be administered and by whom. Medication to be in date and stored as per manufacturers' instructions. Leaders to ensure that the correct dosage is given as per parental instructions. Age and maturity will be taken into consideration.	
Failure of Safeguarding in the school premises during the night including young people fighting or behaving in an otherwise inappropriate way	Young person	Separate signposted lavatory facilities for boys, girls, and adults	
	Young person	Careful control of doors to gym and school to be maintained to ensure young people do not leave without alerting leaders	
	Young person	Young people to be counted in by their adult team leaders. Responsibility for the safety of the youngsters resting remains with the adult leaders who walked the teams	
	Young person	Boundaries of adults-only area to be clearly set and defined	
	ALL / young people	Any visitors must have permission from the Leader in Charge. Any strangers/unknowns to be reported.	
		Ensure young people are briefed to good behaviour and the need for quiet	
	ALL / young people	Sleeping accommodation is mixed in one large hall. Participants provide their own pillow and sleeping bags. Participants are usually very tired and normally sleep for a couple of hours straight away. At least 2 Leaders will stay awake to supervise at all times. Kitchen and Toilet facilities are available.	Separate toilet facilities for adults and young people

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	ALL / young people	Night patrol/final headcount checks to be carried out before Leaders retire.	
Fire in the school premises	ALL / young people	DC to check school / accommodation rules and those rules are to be relayed to, and understood by, all participants.	
	ALL / young people	All persons to be made aware of "What to do in case of Fire". Leaders to identify Emergency Exits and Routes. Emergency Meeting Point is to be established on arrival. Emergency exits are unlocked and clear.	
	ALL / young people	care to be taken with siting of electric urn	
	ALL / young people	Gas griddles to be mounted outside under a gazebo as required, not blocking any exits	District or Group fire extinguisher to be sourced for event