

Day and Nights Bases General Risk Assessment- Green Beret 2024

This activity risk assessment must be read in conjunction with the HCSC General site risk assessment, Green Beret event risk assessment and the individual Day and Night base risk assessments.

Name of activity, event, and location	Green Beret Day and Night Bases - 15 th -17 th November 2024	Date of risk assessment	October 2024	Name of person doing this risk assessment	Peter Makewell Bases Manager Reviewed by: Doug Stack ACM HCSC Katy Pearce EM HCSC
	Hertfordshire Scout Activity Centres- Tolmers Activity Centre	Date of next review	November 2024		

Hazard - what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Inclement weather.	All	High	<ul style="list-style-type: none"> Please refer to the HCSC general site risk assessment and Green Beret event risk assessment as appropriate. Base management team will monitor the weather forecast in advance and during the event. If adverse weather e.g., heavy rain occurs the team will ensure all base participants are updated on any changes to the programme or use of the site in accordance with main event managers instructions. The base management team will intercept any participants wearing unsuitable clothing for the weather conditions and ask them to return to their sites and change into appropriate clothing for the conditions. This includes sun protection as well as waterproofs and water bottles, and suitable footwear. A drink station will be provided for base leaders providing snacks and hot and cold drinks and the area will be available for leaders to warm up if appropriate. High winds – all gazebos and tents to use guy lines and to be weighted in case of adverse weather. If winds become high the base management team will assess bases and instruct the volunteers to dismantle bases seen as high risk of moving, or amend how they are operated if appropriate. In strong winds the possibility of trees or branches falling onto Base staff and participants must be assessed and if appropriate areas cordoned off and bases moved to more open areas. Bases must not be put under the drip line of trees. 	Low
Pedestrian impact from a vehicle.	All	High	<ul style="list-style-type: none"> Please refer to the HCSC general site risk assessment and Green Beret event risk assessment as appropriate. Restricted access for vehicles during set up, only pre-agreed vehicle movements are allowed during set up as managed by the base management. No vehicles allowed in base area other than emergency vehicles and the vehicles that are part of an activity during the event and until the site is cleared. Information packs for participants/volunteers include details on no vehicle policy and emergency arrangements, including rule to not to set up equipment in areas designated for pedestrian/vehicles movements. 	Low

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			<ul style="list-style-type: none"> Entry/exit points, and vehicle movement routes to and around the base area always marshalled by HCSC staff and Base Camp Team staff, emergency vehicle access locations agreed with site team prior to the event. No vehicles except those being used as part of an activity or emergency vehicles will be allowed in the bases area once the bases are open. 	
Medical emergency.	All	Medium	<ul style="list-style-type: none"> Please refer to the Green Beret event risk assessment as appropriate. All Base providers are required to have first aid provision on their base for minor incidents. Further assistance will be called from additional onsite first aid team including paramedic led medical support if required. 	Low
Safeguarding.	All	Medium	<ul style="list-style-type: none"> Please refer to the HCSC general site risk assessment and Green Beret event risk assessment as appropriate. All members of the day/night base team will be in pairs unless directed by the base manager due to extenuating circumstances. All members of the day/night base team will have a Green Beret ID lanyard on them. All participants will be given directions about how the day/night team members can be identified and where to find them. 	Low
Ground conditions.	All	High	<ul style="list-style-type: none"> Please refer to the HCSC general site risk assessment and Green Beret event risk assessment as appropriate. Base management team will check the outdoor base area and make sure that the surfaces suit the planned activities and are free of obstacles that may cause hazards. Base providers have been directed to brief young people on what they need to do to complete each base and that briefing will include appropriate behaviour. Base area reviewed for slip hazards by base management team in adverse weather events and areas cordoned off with hazard tape if waterlogged/slippery etc. 	Low
Fires	All	High	<ul style="list-style-type: none"> Please refer to the HCSC general site risk assessment and Green Beret event risk assessment as appropriate. No naked flames allowed on bases for activities unless preauthorised through activity risk assessments and pre-opening check. Base management team patrols to ensure no unauthorised fires etc. have been lit, above ground fires are allowed but must be fenced and have water buckets next to them. Any fires that do not meet these criteria will be extinguished. Campfires to be elevated from ground and managed when lit, all embers to be extinguished before leaving unattended (included in site rules) Fire extinguishing water buckets provided across the base site. 	Low
Lack of communication (between base management team/with	All	Medium	<ul style="list-style-type: none"> Please refer to the Green Beret event risk assessment as appropriate. All base leader contact numbers collected prior to the event and distributed to base management team. Mobile phones and radios issued to base managed team and charging area designated prior to event. Main event emergency contact details displayed around base area and on signage and on APP. 	Low

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participants or leaders).				
Manual handling – lifting and moving heavy and large items.	All	Medium	<ul style="list-style-type: none"> Multi person lifts used for large or heavy items. Mechanical handling aids e.g., trolleys provided for base management team to move heavy items. 	Low
Exhaustion/tiredness.	Base Team	Medium	<ul style="list-style-type: none"> Staff rotated to allow rest over day/night to prevent exhaustion. Team numbers large enough to allow staff rotation. Indoor sleeping accommodation available for all base team volunteers. 	Low
Base activities (unsafe or unsuitable).	All	Medium	<ul style="list-style-type: none"> All bases submit a risk assessment prior to the event to be approved by the event safety team. Records of all risk assessments held by base management team and displayed at each base. All bases checked by base management team prior to opening with a walk around and those not operating in accordance with their risk assessments asked to cease activity. Patrol of base area regularly across the event to observe activities and monitor. 	Low
Participant access and egress from the bases area.	All	Low	<ul style="list-style-type: none"> Traffic free route from the main site to the bases area and it will be signposted. 	Low
Night Activities.	All	Low	<ul style="list-style-type: none"> Once darkness has fallen the route to and from the bases area will be illuminated and several large flood lights will be used to illuminate the general area. Individual bases will also have their own sources of lighting. 	Low
Clients with additional abilities/pre-existing health issues.	All	Low	<ul style="list-style-type: none"> Please refer to the Green Beret event risk assessment as appropriate. 	Low
Unauthorised use of radio communication.	All radio operators	Low	<ul style="list-style-type: none"> Please refer to the Green Beret event risk assessment as appropriate. 	Low

Note: This risk assessment is intended only as a guide to help you complete your own risk assessment document.