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| **Event, and location:** | **Green Beret Day and Night Bases –**  **14th -16th November 2025**  **Hertfordshire Scout Activity Centres-**  **Phasels Wood Activity Centre** | **Date of risk assessment:** |  | **Risk assessment reviewed by:**  **(to be completed by DLV)** |  |
| **Date of next review:** |  |
| **Name of person doing this risk assessment:** |  |

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| **Base name:** |  | **Base Number:**  **(to be completed by HCSC event organisers)** |  |
| **Brief description of base:** |  |
| **When will the base run:**  **day/night or both** |  |

**General Risks for all Day and Night Bases:**

| **Hazard -**  **what could go wrong?** | **Who is at risk?** | **Assessment of risk** | **Control measures in place** | **Remaining risk using control measures** |
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| Inclement weather. | All | High | * 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 | * 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. * 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. | Low |
| Medical emergency. | All | Medium | * 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 | * 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 | * 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 | * 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 participants or leaders). | All | Medium | * 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 |
| Manual handling – lifting and moving heavy and large items. | All | Medium | * 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 | * 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 | * All bases submit a risk assessment prior to the event to be approved by DLV. * 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 | * Traffic free route from the main site to the bases area and it will be signposted. | Low |
| Night Activities. | All | Low | * 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 | * Please refer to the Green Beret event risk assessment as appropriate. | Low |
| Unauthorised use of radio communication. | All radio operators | Low | * Please refer to the Green Beret event risk assessment as appropriate. | Low |

**Activity Base Specific Risks:**

| **Hazard -**  **what could go wrong?** | **Who is at risk?** | **Assessment of risk** | **Control measures in place** | **Remaining risk using control measures** |
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