Scouts
Surrey

BENTLEY COPSE ACTIVITY CENTRE

EVENT RISK ASSESSMENTS

V2026.3

Not all included risk assessments will apply to all events.

Printed copies of risk assessments may have older dates.

See https://www.bentleycopse.org.uk/booking/downloads/ or https://www.bentleycopse.org.uk/booking/event-information/

Event General

Campfire

Catering

Movie Night

Popcorn & Candy Floss

Disco / Silent Disco

Leader Drinks

Junior Service Crew

Explorer Scout Passports

Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | Duty Manager : 07563 044 832 | bookings@bentleycopse.org.uk

Event General Risk Asssessment

Assessor Competence:	TechIOSH
Assessment Date:	02/2024
Assessment Completed by:	N. Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N. Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
See below	All

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Slips Trips and falls	Due to the nature of the site, trip hazards are commonplace. Where appropriate wet floor signs are to be used Buildings are regularly checked, and trip hazards removed. Deck areas use slip resistant decking.
Electrocution	Electrical equipment used for the event is inspected by a competent person prior to the event.
Falls from height	Activity operating procedures will be followed. Any work at height required during the event set up will follow the sites work at height policy.

Heavy loads	Use mechanical assistance where appropriate Staff and volunteers to be trained appropriately in manual handling. Get assistance from other staff if required.
Excessive noise	Ear defenders to be worn when operating power tools and machinery requiring them. See Noise at Work policy.
Hazardous substances / chemical sand materials	See COSHH Risk Assessment
Injury from sharp implements (Knives, saws etc)	Staff using tools to use common sense and seek training where necessary. First aid kits available in the centre office, merrow and on site operated vehicles. Staff and volunteers first aid trained
Burns and Scolds	Burns kit available in the centre office Staff and volunteers first aid trained Water temperatures on taps and showers checked monthly
Hypothermia	Staff are aware of the dangers of hypothermia and wear appropriate clothing when working in cold weather. Staff to advise appropriate clothing for the weather when leading activities.
Fire	See Fire Risk Assessment
Flooding	In the event of flooding steps should be taken to reduce the risks to groups, such as turning off water supplies, moving groups to alternative sites / places of refuge.
Objects falling from above	Buildings maintained Tree branches etc:- tree checked annually and after high winds for potentially hazardous branches. Helmets are provided for staff and volunteers working in areas where this is an issue, such as when carrying out tree work. Helmets are provided for activities where this is an issue.
Cuts, grazes, bruises etc	Accepted as a risk of outdoor activities, incidents requiring first aid logged in accident book. Staff and volunteers are first aid trained.
Injury using tools	Staff using tools to use common sense and only use tools they are comfortable with. Staff to seek training should they require it. First aid kits available in merrow, workshop and on site vehicles

Lone working	Radios to be used for communication between staff. Lone working when using chainsaw is prohibited Caution should be taken when setting up activity sessions alone, particularly those which require accessing height.
Abduction or absconding of a young person	See missing persons procedure
Pregnant women	Pregnant women are not permitted on strenuous activity sessions or where a harness is required. See 'New and Expectant Mothers Policy'
Dehydration	Staff are aware of the dangers of dehydration and know to drink plenty especially during hot weather. Clients to be made aware of the risks particularly during hot weather.
Moving vehicles	Staff to wear hi viz jackets / tabards when involved in car parking duties. Vehicles driven on site must have hazard lights or amber beacons on when being operated. Vehicles only operated by staff holding a Bentley Copse driving permit for that vehicle Speed limit of 5mph on site.
Unauthorised access to equipment	Activity areas locked when not in use. Keys not left in site vehicles Staff only areas clearly identified with signage and on site maps.
Uneven surfaces	Leaders / Teachers responsible for supervision and instruction Yearly chain harrowing and spiking to be carried out to level mole hills and rabbit holes.
Disorientation	Leaders / Teachers responsible for supervision. Boundary signage located around perimeter. Centre emergency producers in place for missing persons.
Forest and vegetation areas	Leaders / Teachers responsible for supervision and instruction. Wood to be checked after strong storm.
Adverse weather conditions	Leaders / Teachers responsible for supervision and instruction. Staff to monitor customers when traveling around centre.
Vehicle's on site	Vehicles restricted / Gates in place at entrance Speed limit 5mph imposed. Centre staff to stop vehicle entering centre if not following rules.

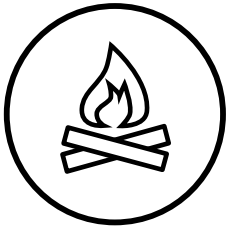
Fire	Fire precautions in place, instruction in specific locations, information provided to Leaders / teachers on arrival, Fire drills carried out, equipment checks in place. Centre patrols carried out during high drought times. Open fires banned during high temps.
Theft from tents	Centre staff observations while working around centre. Customers advised not to bring valuables to centre during camp. Centre offer site safe for large amount of money needing to be stored for groups.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Event General Risk Assessment

Campfire Risk Asssessment



Assessor Competence:	TechIOSH
Assessment Date:	09/2024
Assessment Completed by:	N. Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N.Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
See below	All

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Slips Trips and falls : Injury to person requiring first aid or hospital treatment	Groups encouraged to bring a torch so they can find their way. Lighting provided where appropriate and practical. Large seating platforms with space between each row of seating. Any electrical equipment used for campfire, lighting, pa etc installed by competent staff. Equipment connected to RCDs.

Fire, Burns, smoke inhalation, serious injuries	Fire is a safe distance from spectators. Fire built so it cannot fall towards spectators. Water available to douse flames if needed. Fire monitored by staff team. Spectators kept a safe distance from the fire. Fire extinguishing equipment close by.
Manual handling of wood etc Musculoskeletal injuries	To provide a dramatic start to the fire an accelerant may be used, this must only be handled by staff and care must be taken not to contaminate clothes or the surrounding area with liquid. Liquids that 'flash' such as petrol may not be used. Lighting carried out from a safe distance using a long fire lighting device.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Campfire Risk Assessment

Catering Risk Asssessment

Assessment Date:	07/2025	Document Last Reviewed by:	N.Cann
Assessment Completed By:	Jen Yates	Next Review Date:	01/2027
Assessor Competence	Operational experience, Nights Away Advisor, Greenfield Permit Night Away Permit Holder		
Assessor Signature:	Jen Yates		

Hazards Identified:	Who may be affected?
See below	All

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Equipment Burns / Fire	Equipment to be checked to ensure that it is in good working order Appropriate utensils to be used First Aid Kit available At least one leader has been trained in first response.
Misuse of or faulty mobile gas equipment	Gas cylinders to be fitted (or supervised) by competent / trained person Equipment not in good working order to be not used and labelled. Any stove is place on firm flat surface Gas cylinders to be switched off (or disconnected) when not in use (after cooling period) Stoves not to be moved whist hot

Location Burns	All fire exits are clear and not obstructed. Create a safe area for use of stoves/open fire Stoves are never to be used inside a tent. Stoves in a mess tent/marquee to be placed away from the sides and roof. The sides to be tied back if necessary. Firefighting equipment are available for use, e.g. fire extinguishers, fire blankets, bucket of water. Participants are briefed on evacuation of area in the event of a fire
Misbehaviour Burns, slips, trips and falls	Participants are briefed on safety including the basic rules and expectations of them during the activity, including: Fire evacuation procedures Basic first aid, eg use of water for burns Use of knives No running Stress the importance of being responsible when around naked flames Young People that misbehave sit out the activities or are sent home Extra adults may be required if any participant has particular needs and requires a 1 to 1 ratio. Ensure all adults are sufficiently briefed prior to activity Ensure children are briefed so they understand the expectations
Naked flames Burns	Young people are supervised until the leader in charge is confident that the individual can operate the equipment safely. Lit stoves and/or open fires are not to be left unattended Participants are briefed on the dangers of fire from naked flames Any flammable materials are stored away from marked flames Running water or a bucket of clean water available and close to the activity area
Hot water Scolds	Adult supervision is in place Vessels are filled to a comfortable level that the participant can move with ease without spilling any of the contents.
Clothing/hair Burns	Long hair tied back Loose clothing tucked in or removed. No flammable clothing, eg nylon jackets Scout scarves are removed, turned around or tucked in

Spillages Slips, trips or falls	All spillages are dealt with promptly Make other participants aware of spillages, especially in frequently used areas If there is to be a delay in cleaning up the spill, make spillage area safe using chairs until dealt with.
Knives Cuts	Knives are stored safely during the activity. Participants are to communicate and take care when cleaning the knives – no dropping them into a water bowl for a washer upper to unexpectedly find.
Food hygiene Food poisoning	Food is to be stored safely especially in hot weather Equipment is clean prior to use. Equipment smelling or methylated spirits, paraffin or other fuel to be cleaned before use. Participants wash hands prior to handling food, cooking or eating. Chopping boards to be kept separate according to food (raw/cooked). Food is cooked thoroughly prior to eating
Hand sanitizer and alcohol based cleaners Burns and poisoning	Where practical, to use other forms of sanitation other than alcohol based hand sanitizer, eg water and soap. Where hand sanitizer is used, participants are to use it well away from any naked flame. They are to remain away until their hands are completely dried. Hand sanitizer to be stored well away from any naked flame. Alcohol based cleaners are not be use on stoves, pots and pans, utensils, lighters or anything that may come into contact with a naked flame.
Food allergies and food intolerance Allergenic reactions	Leader in charge to ensure that information relating to food allergies and intolerances are captured through communication with the parents/guardians The individuals that create the menu and purchase the food are aware of the information. Individuals who are prone to severe reactions have appropriate medicines available, eg epipen If Epipens are potentially necessary a minimum of two must be immediately available. Catering team has a list of all individuals with dietary needs. Meals are prepared for named individuals. Those with dietary needs are ahead of others in their group queue Young persons with dietary needs are accompanied by an adult leader The named meal for each person is handed to the catering

Camp kitchens Burns, cuts, slips, trips and falls	Young people to only enter the kitchen when under appropriate supervision and to be supervised. Trailing cables to be covered and identified clearly where possible Kettles/saucepans to be kept away from edge when in use and care taken when pouring/serving. Knives to be stored away when not in use. When washing up, care is taken - Knives to be dried immediately and returned to the storage container. Matches and lighters to be stored away in appropriate container No running allowed in kitchen Equipment/food to be stored away to keep kitchen as clear as possible
Deep frying Burns	Participants full briefed on taking care with hot oil and how to extinguish chip pan fires. Adult supervision Firefighting equipment available – fire blanket, damp tea towel The pan must be stable on the stove. The pan to be partially filled to avoid the oil bubbling over the top of the pan when food items are introduced, particular wet items The heat must not be too extreme to avoid overheating the oil Food being deep fried to not be too wet/water based. Care must be taken when lowering food items into the oil to avoid splashes of hot oil.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

Catering Risk Assessment

Disco / Silent Disco Risk Asssessment



Assessor Competence:	TechIOSH
Assessment Date:	09/2024
Assessment Completed by:	N. Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N.Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
Slips Trips Falls, Electrocution. Overhead Equipment Falling, Staging collapsing, High Volume, Safeguarding, Photosensitive Epilepsy, Equipment Falling Over, Dehydration overheating, Fire, Overcrowding, Inappropriate music being played	All

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Slips Trips and falls	Cable ramps used to prevent trip hazards. Flooring secure in place. Fencing precenting access to stage equipment.
Electrocution	Electrical equipment used for the event is inspected by a competent person prior to the event. Equipment installed by competent person.
Overhead equipment falling	Lighting and sound equipment secured using clamps and back up safety cables.

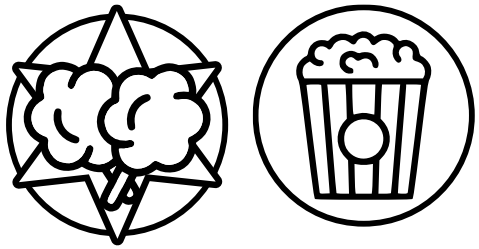
Staging collapsing	Staging erected by competent people. Access to stage restricted to staff only.
High Volume	Volume of music monitored by stewarding team.
Safeguarding	Adults and young people kept separate. Vigilance of stewarding team. Staging provides a high view point for stewards to monitor behaviour. Stewarding team easily identifiable Stewards to remove young people or adults whose behaviour is inappropriate.
Photosensitive Epilepsy	Strobe lighting isn't used
Equipment falling over	Sound and lighting equipment on stands is secured to the structure of the venue using safety cables.
Dehydration / overheating	Steward team in place to monitor crowd. Drinks available. Venue well ventilated.
Fire	Vigilance of stewarding team and other staff. Emergency shut offs for electrical systems. Emergency lighting in place. Fire extinguishers in place.
Overcrowding	Stewarding team monitoring crowd. Numbers limited in venue.
Inappropriate music being played	Unfamiliar music checked by the DJ. Streaming services set to restrict offensive content

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Disco / Silent Disco Risk Assessment

Popcorn Making & Candy Floss Risk Asssessment



Assessment Date:	09/2024
Assessment Completed by:	N. Cann
Assessor Competence	TechIOSH
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2027
Document Last Reviewed by:	N.Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
Electrocution, Burns and Scolds Unauthorised access to equipment Uneven surfaces resulting in equipment toppling Food allergies, Pests	All

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Electrocution	Electrical equipment used for the event is inspected by a competent person prior to the event.
Burns and Scolds	Burns kit available in the centre office Staff and volunteers first aid trained Gloves available for the person handling hot utensils etc

Unauthorised access to equipment	Equipment turned off when not in use. Food items not left unattended. Hot equipment not left unattended.
Uneven surfaces resulting in equipment toppling	Equipment made level before use.
Food allergies	Popcorn and plain sugar used. Staff members all first aid trained in the event of a person not knowing they are allergic.
Pests	Food stuffs not left unattended. Area kept clean and litter etc collected. Pest management programme in place across the site.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Popcorn Marking & Candy Floss Risk Assessment

Leader Drinks Risk Asssessment



Assessor Competence:	
Assessment Date:	09/2024
Assessment Completed by:	Jen Yates
Assessor Signature:	Jen Yates
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N.Cann
Next Review Date	01/2027

Hazards Identified:	Who may be affected?
Slips Trips and falls, Allergens, Choking, Electrocution, Moving heavy items, Shelving collapse	All

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Allergens	Dairy and Non-Dairy milk available. Drink station is self-service, leaders are responsible for managing their own allergies. If snacks (EG biscuits) or other food items are available leaders are responsible for managing their own allergies.
Scalds and burns	Drink station is self-service, leaders to take care when dispensing, carrying or drinking hot fluids.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Leader Drinks Risk Assessment

Shop Risk Asssessment



Assessor Competence:	TechIOSH
Assessment Date:	09/2024
Assessment Completed by:	N. Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N. Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
Slips Trips and falls, Allergens, Choking, Electrocution, Moving heavy items, Shelving collapse	All

Risks and Control Measures

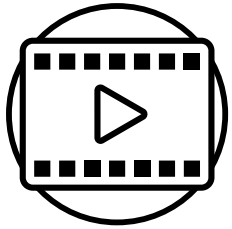
What are the risks?	**Safety Measures / Controls**
Slips Trips and falls	Floors kept clean and tidy. Any spills mopped up.
Allergens	Peanuts not sold in the shop.Other items may contain nuts or other allergens, this is displayed on the packaging.
Choking	Staff are all first aid trained
Electrocution	Shop electrical items inspected in line with electrical safety policy.
Moving heavy items	Staff training in manual handling techniques provided. Heavy stock stored at appropriate height.
Shelving collapse	Stock room shelving built in accordance with manufacturer's instructions

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Shop Risk Assessment

Movie Night Risk Asssessment



Assessor Competence:	TechIOSH
Assessment Date:	09/2024
Assessment Completed by:	Nick Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N. Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
Slips Trips & Falls, Electrocution, Overhead Equipment Falling, High Volume, Safeguarding, Photosensitive Epilepsy, Equipment Falling Over, Dehydration, Fire, Overcrowding, Inappropriate Film Selection	**All**

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Slips Trips and falls	Cable ramps used to prevent trip hazards. Flooring secure in place. Fencing precenting access to AV equipment.
Electrocution	Electrical equipment used for the event is inspected by a competent person prior to the event. Equipment installed by competent person.
Overhead equipment falling	AV equipment secured using clamps and back up safety cables.
High Volume	Volume of music monitored by stewarding team.

Safeguarding	Adults and young people kept separate. Vigilance of stewarding team. Stewarding team easily identifiable Stewards to remove young people or adults whose behaviour is inappropriate.
Photosensitive Epilepsy	Relevant warning given prior to the movie starting.
Equipment falling over	Sound and lighting equipment on stands is secured to the structure of the venue using safety cables.
Dehydration / overheating	Steward team in place to monitor crowd. Drinks available. Venue well ventilated.
Fire	Vigilance of stewarding team and other staff. Emergency shut offs for electrical systems. Emergency lighting in place. Fire extinguishers in place.
Overcrowding	Stewarding team monitoring crowd. Numbers limited in venue.
Inappropriate film selection	Film selected based on age of audience. Following the rating provided by the supplier.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low

End of Movie Night Risk Assessment

Junior Service Crew Risk Asssessment

Assessor Competence:	TechIOSH
Assessment Date:	24/10/2024
Assessment Completed by:	Nick Cann
Assessor Signature:	*nkcann*
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N.Cann
Next Review Date	01/2027

Hazards Identified:	**Who may be affected?**
Slips Trips and falls, tools, machinery, coshh products, manual handling, burns/ scolds, noise, vibration, effects of weather, falls from height.	Volunteers, Visitors.

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Slips, Trips and falls	• The site has many changing levels and trip hazards, group leader or BCAC staff to brief group appropriately.
Injury from using tools	• Safety briefing given to groups on the use of tools. • Power tool use closely supervised by BCAC Staff. • Young people not permitted to use angle grinders, circular saws or petrol powered equipment. • Tools not to be left unattended.

What are the risks?	Safety Measures / Controls
Injury from machinery	• Young people not permitted to operate machinery. • Safety briefing given to groups if they are working in areas near to machines. • Machine operator to be vigilant. • Keys to be removed from vehicles to prevent unauthorised use.
Contact / ingestion of COSHH products	• Safety briefing given to groups using cleaning products, paints etc. • Gloves and eye protection given as appropriate. • Use of particularly harmful products such as oven cleaner avoided with young people. • Diesel and petrol refuelling not carried out by young people.
Injury caused by manual handling	• Heavy lifting avoided by young people. • Wheelbarrows, sack trolleys, trolleys etc available for moving heavy items. • Safety briefing given if a task involves manual handling, covering safe lifting techniques. • Working in pairs / groups to lift. • Tasks for Junior Service Crews are appropriate to the age group involved.
Burns / scolds	• First aid equipment available. • First aid trained staff • Fires closely monitored by BCAC staff • Group leaders responsible for hot drink provision.
Noise produced by the activities of the JST	• Noise levels are low and below daily exposure limits. • Ear defenders available if someone requires them.
Vibration produced by the activities of the JST	• Vibration levels produced by tools that would be used by JST are low and below daily exposure limits.
Effects of weather	• Appropriate clothing to be worn by JST. • Shelter available in bad weather. • Work reduced in hot weather, more frequent breaks. • Drinks, hot and cold, available. • Sun protection available.

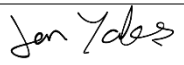
What are the risks?	Safety Measures / Controls
Injury from a fall from height	• Safety briefing given if a task requires work at height • Where ladders, steps or podiums are being used. Their use must be closely monitored by BCAC staff and an adult must be footing the ladder to prevent toppling. • Scaffold towers not to be used by young people.
Safeguarding issues	• Adults not to work alone, 1to1 with a young person. • Young people to work in small groups rather than on their own.
Lone working	• Young people to work in small groups, never on their own. • Return to base location at set times.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low

End of Junior Service Crew Risk Assessment

Explorer Scout Passports Risk Asssessment

Assessor Competence:	Operational Experience, Nights Away Advisor, Nights Away Assessor
Assessment Date:	07/01/2026
Assessment Completed by:	Jen Yates
Assessor Signature:	
Document Last Reviewed:	09/2026
Document Last Reviewed by:	N.Cann
Next Review Date	Before each event

Hazards Identified:	**Who may be affected?**
See below	Explorer Scouts, Other event attendees

Risks and Control Measures

What are the risks?	**Safety Measures / Controls**
Explorers – Behaviour expectations, skill levels, maturity	Explorers are known to the nights away holder. Explorers are known to the management of BCAC Explorers will be supervised by an appropriate member of the BCAC team.
Safeguarding / Safety	Parental permission is obtained for explorers Explorers will be camping / staying in a location (or room) agreed by BCAC team. This location dedicated to the explorers and not shared with other groups or BCAC team. Arrival and departure coordinated with BCAC team Explorers are given appropriate access / briefing to the event risk assessments, event plan and emergency procedures. Explorer medical and emergency details known by BCAC team

Accidents – Access to first aid	Explorers will have a knowledge of first aid principles and access to a first aid kit Explorers will have a method of contacting BCAC team who can supply first aid Explorers will know where to find the nearest BCAC team member
Shelter pitching / striking – Accidents, trips, impacts	Explorers have the skills and experience to pitch their shelter and manage the area safely If hammock camping explorers have the experience and judgement to assess trees and ground condition for suitability
Catering – food poisoning / allergies	Catering is supplied by the BCAC event team and covered by their RA Dietary needs of explorers is collected and known to the catering team
Event Activities	See event RAs

End of Explorer Scout Passport Risk Assessment