

**Związek Harcerstwa Polskiego Okręg Wielkiej Brytanii**  
**Polish Scouting Association UK National Council**  
**OCENA RYZYKA – KOLONIA ZUCHOWA**  
**CUB/BROWNIE CAMP RISK ASSESSMENT**

Region (Hufiec) :		
Camp Name : (Koloniam Name)		
Dates of Kolonia :		
Koloniam Location :		
<b>Risk Assessment completed by</b>		
Print name of person	Signature	Date
<b>Risk Assessment verified by Kolonia Leader (if not the assessment leader)</b>		
Print name of Kolonia Leader	Signature of Kolonia Leader	Date
<b>Notes :</b> <ul style="list-style-type: none"> <li>Complete risk assessment by reviewing risk reduction measures, <u>sharing the details with all kolonia leaders</u> and <u>checking that they are being implemented during kolonia preparations and on kolonia.</u></li> <li>Use space provided to add any additional relevant information and complete additional assessment of activities not covered.</li> <li>The risk assessment leader signs off each activity assessment when satisfied that compliance has been achieved.</li> <li>The Kolonia Leader must verify the completed assessment before signing.</li> </ul>		

## PRE-CAMP ADMINISTRATION

Activity	DECISION TO ORGANISE SUMMER CAMP
<b>Risk Reduction Measures :</b> <ol style="list-style-type: none"> <li>a. Choice of suitable camp leadership team.</li> <li>b. Ensure appropriate ratio of adults (Instruktor/ki) to children (zuchy and young leaders).</li> <li>c. If Kolonia Leader under 21 and/or not a full scout leader/guider (instruktor/ka), adult/ full scout leader/guider must be identified for the whole period of camp.</li> <li>d. Kolonia leaders to have completed relevant kolonia training course organised by UK Guide/Scout Executive Commission (Komenda Chorągwi)</li> <li>e. Kolonia leaders (Komenda kolonii) and Scout leader/Guiders (instruktor/ka) understand their individual and collective responsibilities and duties.</li> <li>f. All Kolonia Leaders have a valid DBS/CRB check, have completed a Child Protection Course, adhere to the "Young People First" Child Protection code of good practice and understand their responsibilities in such situations at camp.</li> <li>g. One Kolonia Leader takes responsibility for all First Aid situations. Ideally there should be two Kolonia Leaders who have completed a recognised 1<sup>st</sup> Aid qualification.</li> <li>h. Ensure kolonia budget and finances are suitable for purpose.</li> </ol>	

**Additional Information :**

- Kolonia Leaders (Komenda obozu) to attend training course (eg. Światło obozowe or equivalent).
- Camp First Aider should have completed a 1<sup>st</sup> Aid course in the last 3 years.

Kolonia training course attended by the following Kolonia Leaders:

Name: \_\_\_\_\_ Date course attended: \_\_\_\_\_

Child Protection Training attended by the following Kolonia Leaders:

Name: \_\_\_\_\_ Date Course attended: \_\_\_\_\_

First Aid course attended by:

Name: \_\_\_\_\_ Date course attended: \_\_\_\_\_

**Checked by :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Activity****AUTHORISATION OF KOLONIA****Risk Reduction Measures :**

- Kolonia must be authorised by both Region and UK Scout/Guide Commissioner (Hufiec i Chorągiew)
- Kolonia leaders to draw up prospective Kolonia plan (Ramowy Program) & submit it to both Region and UK Commissioners (do Hufcowych i Komendantów Chorągwi WB)
- Kolonia activity outside of UK must also be authorised by the Chief Scout/Guide.  
(Naczelnik/Naczelniczka)

**Additional Information :**

- Provisional plan should be sent 4 – 6 weeks before the start of camp.
- Kolonie organised outside of the UK must be fully authorised at least 3 months before the start date.

Provisional plan sent to UK Commissioner: Yes/No \_\_\_\_\_ Date: \_\_\_\_\_

**Checked by :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Activity****SELECTION OF KOLONIA SITE****Risk Reduction Measures :**

- Ensure building is compliant with health and safety regulations.
- Camp leaders to visit, assess site and surroundings before start of camp.
- Consider suitable methods of transport to kolonia.

**Additional Information:****Kolonia Checklist:**

**1**

**Location safety**

Distance from main road & residential areas.  
Exclusivity of use of site

2	<b>Landowner</b>	Ensure that contact with landowner is possible during duration of kolonia.
3	<b>Police safety</b>	Location of local station; inform police that kolonia taking place within their catchment area. Enquire about location safety.
4	<b>Health safety</b>	Location of nearest GP surgery, inform of kolonia in vicinity. Location of nearest A&E/Minor Injury Units &/or Local hospital with 24hr A&E unit
5	<b>Fire Safety</b>	Leaders aware of how the system works, what emergency numbers to call, how to isolate problem detectors.
6	<b>Accommodation Sleeping</b>	Number of beds/bedrooms; layout of rooms Stairs Access to living accommodation from outside
7	<b>Accommodation Hygiene</b>	Number of bathrooms, toilets, showers, indoor/outdoor
8	<b>Accommodation Day facilities</b>	Day rooms, wet weather accommodation
9	<b>Accommodation Dining area</b>	Type of tables/seating Number per sitting
10	<b>Kitchen facilities</b>	What kitchen facilities, equipment
11	<b>Drinking water</b>	Indoor and out door
12	<b>Planning for food safety</b>	Devise suitable methods for storing food, in particular dairy, meat & fresh produce. Consider how to keep food safe from decay, unwanted visitors etc.
13	<b>Food supplies</b>	Local shops, any potential delivery service, arranging discounts from local stores, access to supermarket/cash & carry store for bulk buy, any speciality local produce available during kolonia time
14	<b>Ability of close access to kolonia site - transport</b>	How close will coach be able to get to site, how close will equipment transport get to site, availability of local trailer with tractor for transporting equipment (if relevant).
15	<b>Rubbish disposal</b>	How disposed, local waste amenity site, recycling, segregation of waste
16	<b>Ground sheets</b>	Ensure there are plenty of ground sheets, to prevent participants sitting on the bare ground.
17	<b>Amenities</b>	Ensure all are available and metre readings are recorded at start of Kolonia. Know where to switch them off if needed.
18	<b>Woodland area</b>	Obtain permission to access. Consider safety of access
19	<b>Administrative</b>	Cost of site. Confirm use of site in writing. Suggested local coach companies, tourist information, attractions for day trips

<b>Activity</b>	<b>SUITABILITY OF KOLONIA PARTICIPANTS</b>
<b>Risk Reduction Measures :</b> a. Criteria for accepting applications for kolonia. b. Signed parental agreement for participation at kolonia and in all kolonia activities. c. All kolonia application formalities to be fully completed and submitted within agreed timeframe. d. All participants to submit health assessment form. (Karta zdrowia podpisana przez rodzica/opiekuna) e. Kolonia leaders aware of and understand any special needs (dietary, health, emotional etc) of participants and give due consideration when planning activities.	

**Additional Information :**

- Criteria set out in first information letter.
- Closing dates for applications clearly stated.
- Health assessment form (Karta Zdrowia/Medical Form in annually updated format prepared by Chorągiew/Zarząd Okręgu).

All participants have fulfilled required formalities for kolonia

**Checked by :**

**Date:**

<b>Activity</b>	<b>FOOD AND CLEANLINESS</b>
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Food poisoning
<b>Persons at risk</b>	All participants and visitors
<b>Risk Reduction Measures :</b> <ol style="list-style-type: none"> <li>Separate Kitchen regulations displayed - to include all safety rules relating to safe food preparation and conduct in the kitchen area. Ensure that they are adhered to.</li> <li>Water / soap / towel readily available for washing hands in kitchen and toilet areas.</li> <li>Follow Food Safety guidelines in respect to the use of separate equipment for preparation of meat, fish &amp; vegetable.</li> <li>Store all food supplies as appropriately as conditions allow.</li> <li>Use fresh produce where available.</li> <li>Organise transport of produce to kitchen</li> <li>Provision of safety equipment in kitchen e.g. fire blanket/fire extinguisher.</li> <li>If cooking on gas, shut off all gas bottles after every use &amp; before exchange of empty bottles.</li> <li>Ensure dining tables are cleaned with antiseptic spray after each meal.</li> <li>Ensure all wash areas and toilets are cleaned on a daily basis.</li> </ol>	
<b>Additional Information :</b> Kitchen Rules will be explained to all users Hygiene requirements in place	
<b>Checked by :</b>	<b>Date:</b>

<b>Activity</b>	<b>PROGRAMME ACTIVITIES – ON SITE/IN VICINITY</b>
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, burns, scalds
<b>Persons at risk</b>	All participants/guests taking part in activity
<b>Risk Reduction Measures :</b> <ol style="list-style-type: none"> <li>Regulations to be displayed – all camp members to be aware of them.</li> <li>All activities to be planned with experience of participants in mind.</li> <li>All activities to be planned with terrain in mind. Terrain must be checked prior to start of activity.</li> <li>All activities to have clear instructions given and checked if understood.</li> <li>Prohibited activity to be made explicit.</li> <li>Post-activity review and log any comments for improvement/doing differently.</li> <li>Any night time activity to have clear parameters set out – terrain, length of activity, way to attract help if in difficulty.</li> </ol>	

h. Each group to have small emergency first aid kit with them.		
<b>Additional Information :</b>		
<b>Checked by :</b>		<b>Date:</b>

<b>Activity</b>	<b>PROGRAMME ACTIVITIES – ON SITE / IN VICINITY</b>	
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, burns, scalds	
<b>Persons at risk</b>	All camp participants/guests taking part in activity	
<b>Risk Reduction Measures :</b> a. Camp regulations to be displayed – all camp members to be aware of them. (Regulamin obozu) 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 checked if understood. e. Prohibited 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.		
<b>Additional Information :</b> Camp Regulations will be displayed on notice board		
<b>Checked by :</b>		<b>Date:</b>

<b>Activity</b>	<b>PROGRAMME ACTIVITIES – OFF SITE</b>	
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, Getting lost	
<b>Persons at risk</b>	All camp participants/guests taking part in activity	
<b>Risk Reduction Measures :</b> a. Ensure adequate adult/child ratio for activity. b. Adapt trail to capability of members – distance, conditions. c. Before activity inspect participants' personal equipment. Ensure participants have adequate footwear and clothing. d. Establish communication method between leaders and instructors. Ensure all members are aware of relevant emergency procedures and what to do if separated from the group. e. Employ walking guidelines. f. Ensure leaders and instructors have personal emergency kit and can use it correctly. g. Leaders to check participants' progress during activity. h. Consider use of high visibility vests. i. Consider suitable methods of transport.		

<b>Additional Information :</b>		
<b>Checked by :</b>		<b>Date:</b>

<b>Activity</b>	<b>SPORTS ACTIVITIES – ON OR OFF SITE</b>	
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Skeletal – broken limbs Musculoskeletal – strains, sprains Skin abrasions – cuts, grazes, Exhaustion	
<b>Persons at risk</b>	All camp participants/guests taking part in activity	
<b>Risk Reduction Measures :</b> a. Where practicable ensure sports take place on reasonably level area of campsite. b. Follow rules established for activity (provided by activity provider). c. Activity to be led by a qualified instructor – if applicable. d. Check personal equipment before activity. e. Obtain statement of capabilities of participants. f. Consider weather and time of day for activity.		
<b>Additional Information :</b> See note on separate specific activity risk assessments below		
<b>Checked by :</b>		<b>Date:</b>

<b>Activity</b>	<b>HEALTH-RELATED ISSUES</b>	
<b>Potential Risk</b>	<b>Major/minor injuries such as:</b> Musculoskeletal – strains, sprains, bruising of back, knee, wrist, ankle Skeletal – broken limbs Skin abrasions – cuts, grazes, burns, scalds Food poisoning Colds, flu, other infectious diseases Exhaustion	
<b>Persons at risk</b>	ALL camp participants	
<b>Risk Reduction Measures :</b> a. All Health Cards (Karta Zdrowia) to be sent to Kolonia Leader / First Aider prior to kolonia. b. Identified kolonia leader responsible for all First Aid. c. Kolonia leaders to be aware of any health – physical, emotional and psychiatric - related needs of all kolonia participants, taking care to ensure confidentiality of information. d. Kolonia leaders have basic understanding of impact/care needed of any identifies health needs. e. Arrangement of local General Practice cover for duration of camp. f. Awareness of location of local A&E unit, Minor Injury Unit. g. Emergency contact numbers available – for professionals as well as scouting managers.		

- h. Appropriate First Aid kit available, Separate First Aid kit in kitchen area.
- i. Kolonia participants know that they are not to self-medicate or medicate other camp participant unless directed by First Aider or a suitably qualified practitioner.
- j. Kolonia activities planned accommodating health needs of participants.
- k. All special dietary requirements must be taken into account.
- l. Kolonia First Aid Incident Log maintained contemporaneously by First Aider.

**Additional Information :**

- Health Cards to be kept on file after Kolonia in accordance with current UK Commission and UK National Council Executive guidelines. (wytyczne przechowania danych Chorągwi/Okręgu)
- Kolonia First Aid Logbook to be kept on file after Kolonia in accordance with current UK Commission and UK National Council Executive guidelines. (wytyczne przechowania danych Chorągwi/Okręgu).

**Checked by :**

**Date:**

**RISK ASSESSMENT FOR SPECIFIC ACTIVITIES**  
(if not covered previously)

**Separate risk assessments should be carried out before going off site during kolonia eg. (but not exclusive):**

- walking trips,
- activity centre trips
- seaside trips,
- swimming pool trips

**Use template below**

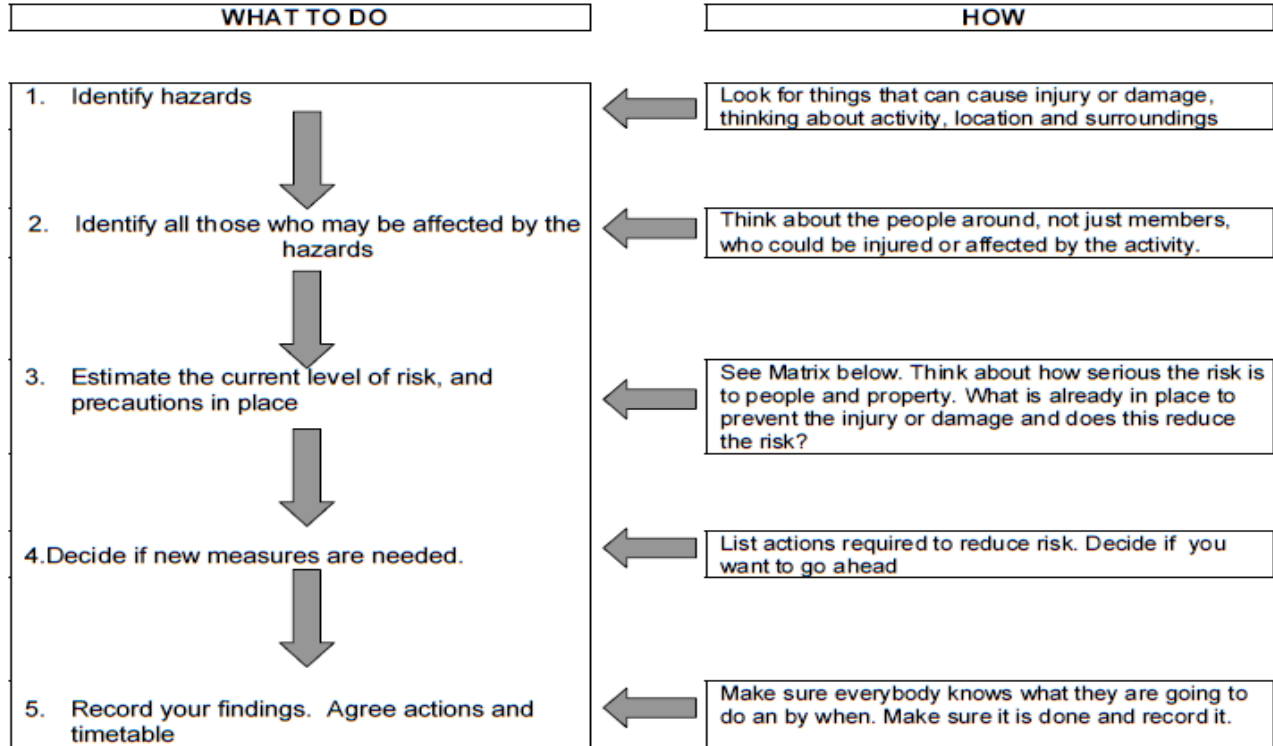
# One off Risk Assessment Form / Ocena Rysyka poszczególne zajecie

<b>Event/Activity:</b> Rodzaj imprezy:				<b>Name of Unit:</b> Nazwa Jednostki:		
<b>Event Coordinator:</b> Komendant/ka:		<b>Numbers Attending:</b> Ilość uczestników:	<b>Adults:</b> Dorosłych	<input type="text"/>	<b>Children:</b> Młodzieży	<input type="text"/>
<b>Consent for Event/Activity forms completed: (circle)</b> Pozwolenie opiekuna:    Yes                  No                  N/A		<b>Venue:</b> Miejsce imprezy:		<b>Event Date:</b> Data imprezy:		
<b>Assessors Name:</b> Nazwisko oceniającego:		<b>Assessors signature:</b> Podpis oceniającego:		<b>Date signed:</b> Data podpisu:		
<b>Hazard</b> Ryzyko	<b>Who is affected?</b> Kogo dotyczy?	<b>What controls are in place?</b> Jakie są zabezpieczenia?	<b>Risk level</b> (L/M/H) Poziom ryzyka (W/Ś/N)**	<b>Are further controls necessary?</b> Jakie należy wprowadzić dodatkowe zabezpieczenie?	<b>Action by</b> & <b>date</b> Kto i do kiedy zrobi?	<b>Review by</b> & <b>date</b> Przegląd – kto/kiedy?



<b>Hazard</b> Ryzyko	<b>Who is affected?</b> Kogo dotyczy?	<b>What controls are in place?</b> Jakie są zabezpieczenia?	<b>Risk level</b> <b>(L/M/H)</b> Poziom ryzyka (W/Ś/N)	<b>Are further controls necessary?</b> Jakie należy wprowadzić dodatkowe zabezpieczenie?	<b>Action by</b> <b>&amp; date</b> Kto i do kiedy zrobi?	<b>Review by</b> <b>&amp; date</b> Przegląd – kto/kiedy?

## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

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

Helpful websites [www.Girlguiding.org.uk](http://www.Girlguiding.org.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

