

Risk Assessment

Name of activity/ event/ location	Herts Peak Assault (HPA) 2024 Phasels Wood, Kings Langley, WD4 9NA	Date of risk assessment	29 September 2024	Name of who undertook this risk assessment	Dan Nathan, DCC, HPA Lead Event Manager...
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Event go ahead only on completion of all steps per the TSA [event planning matrix](#) and satisfactory Risk Assessment.

Emergencies, incidents or situations requiring immediate attention to be raised to any member of Event Management Team.

2024 Event Management Team:

- Dan Nathan – Lead Event Manager (Radio Call Alpha)
- Ian Grahame – Transport Manager (Radio Call Tango)
- Matt Royall – Event Services Manager (Radio Call Delta)
- Doug Stack – Event Safety Manager (Radio Call Bravo) / Activity Centres Manager
- Keith Jennings – Overnight Site Manager (Overnight Site remit only) (Radio Call Foxtrot)

Hazard	Who is at risk?	Risk Factor High / Medium / Low	How are the risks controlled?	Residual Risk High / Medium / Low
Event Infrastructure Related	All at Peak Assault	Medium	Competent people used for erection of main marquee structure. All other temporary event structures erected and secured in line with manufacturers guidelines. All temporary service installations Gas/Water/Electric undertaken by competent persons and cross checked upon completion of installation. Infrastructure build inspected and signed off before commencement of main event on Friday evening. Appropriate service/location related guards/bollards/markers put in place. Responsibility: Activity Centres Manager, Event Services Manager	Low
Location Infrastructure Related	All at Peak Assault	High	Per PW own RA and procedures. Responsibility: Activity Centres Manager	Medium
Vehicle Movements	All at Peak Assault	High	Close attention to be paid to the management of vehicle traffic and ensure that vehicle movements are minimised during peak competitor movement times. Specific Points for main road crossings on the	Medium

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at scouts.org.uk/safety

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			<p>course. Provide marshals at key risk points such as road crossings and pinch points and during loading/unloading of coaches. Vehicles used on site to be fitted with amber beacons/lights. Overall traffic management controlled by transport manager.</p> <p>Any staff managing elements on public highways must be wearing class 3 hi visibility PPE. This would include temporary crossings and coach management.</p> <p>Responsibility: Transport Manager / Activity Centres Manager</p>	
Medical Emergency	All at Peak Assault	Medium	<p>The event provides Paramedic led Medical Support, as defined in the Purple Guide for events, with at least 2 Paramedics and 2 First Responders available. In addition a Field Response team with additional skills and rescue equipment is available to respond to remote situations. The overall plan is defined in the Event Medical Policy document. Responsibility: Event Medical Lead</p>	Low
Mental Health Incident	All at Peak Assault	Low	<p>Each of the paramedics attending have had specific Mental Health first aid elements as part of their Paramedic training. Additional Support provided by Julia Pich.</p>	Low
Major Incident	All at Peak Assault and General Public	Low	<p>Follow the steps laid out in the Hertfordshire Scouts Event Emergency Plan. Responsibilities to be identified in Daily Incident Management Plan. Responsibility for completion: Lead Event Manager</p> <p>Current Public Liability Insurance Documentation requested from the Scout Association, copied as necessary, and made available to any relevant party on request. Responsibility: Event Safety Manager</p> <p>Compliance with the appropriate rules within Policy Organisation and Rules of the Scout Association, also adherence to information linked with the organisation of events, residential experience, night's away notification and in touch/home contact Responsibility: Deputy County Commissioner</p> <p>Following any such event appropriate action will be taken by those with first aid or medical skills. The emergency services will be called as necessary; the "in touch" contact will be informed alongside the County Commissioner and the Scout Association. Advice will be given to all at Peak Assault with regards to any form of communication between those present and any third party. Every attempt will be made to ensure that there is no communication with the press/media in alignment with the policy of the Scout Association. Responsibility: Event Chair / Lead Event Manager / Event Medical Lead</p>	Low
Food Safety Risks	Event Staff and Catered Competitors	Medium	<p>Catering undertaken by skilled staff. Appropriate equipment provision made for scale of catering. Materials sourced from reputable supplier. All catering per PW Catering RA and Procedures.</p> <p>Responsibility: Activity Centres Manager</p>	Low

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Coach Accident / Breakdown	All passengers	Medium	Use of reputable coach company (used by Hertfordshire Scouts previously on various activities and expeditions). Responsibility: Transport Manager Use participants equipment and clothing to stay warm if evacuation of coach is required. Responsibility: Coach Marshals	Low
Control of Passengers on Coach	All passengers	Low	Each coach to have a coach marshal. List of all passengers held by coach marshal. Responsibility: Transport Manager Number of passengers checked prior to each departure. Behaviour of passengers monitored by marshal. Responsibility: Coach Marshal	Low
Trauma Injury Incident or Illness on Coach	All passengers	Low	Coach marshal to take appropriate action; advising PA staff or “in touch” contacts where appropriate. Communications MUST be via designated PA staff member or via “in touch” contact. Use participants equipment and clothing to stay warm if evacuation of coach is required. Responsibility: Coach Marshal	Low
Safeguarding Issues	All at Peak Assault	Low	Where reasonably possible attendees of the appropriate age will have a current Disclosure and Barring Service (DBS) number which will be verified against the Scout Association Membership database during the application process for Peak Assault. Responsibility: HPA Administrator . Those attending over the age of 18 without need for a DBS (network and senior teams only) will assume no responsibility for those under 18 in-line with TSA POR. Responsibility: Event Lead, Responsibility: Unit & Group Leads	Low

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HQ Template Published February 2019



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Pre-existing Medical Conditions	All at Peak Assault	Low	All those participating (staffing or competing) in Peak Assault must complete a health form as part of the application process. An assessment of an individual's ability to carry out a role or compete in Peak Assault will be made both as part of a pre-event check of this information; and also, for competitors, a check will be made prior to starting the event. (HPA Administrator, Medical Officer, HPA Chair). Medical screening included in start grid process to ensure that participants are fit and carrying medications as required. All those with pre-existing conditions wear wristband for ease of identification by FRT/Medical Team. Responsibility: Event Medical Lead	Low
Minor Injury/Accidents	All at Peak Assault	High	If possible make use of personal first aid skills and equipment. Hill Marshalls are provided with a First Aid kit and can assist to their defined skill level. Escalate to Event Medical/Field Response as appropriate. Responsibility: Hill Marshal Teams	Medium
Outbreak of Illness	All at Peak Assault	Low	Should there be an outbreak of an illness either thought to be contracted before or whilst at Peak Assault then this should be made known to a member of staff at the earliest opportunity. Advice will be taken from the Medical Officer with regards to appropriate next steps including the need to seek further medical advice or notification to others at Peak Assault and within the Scout Association. Responsibility: Event Medical Lead	Low
General Hygiene	All at Peak Assault	Low	All those at Peak Assault should ensure good levels of hygiene at all times. This includes the washing of hands before meals/refreshments, after using toilet facilities etc. Hand sanitisers and available handwashing stations will be provided and these should be used. Regular sanitation of facilities and general used areas such as tables and benches within the catering areas, and also regular cleaning of toilet facilities. Responsibility: Overnight Site Manager/Activity Centres Manager	Low
Use of vehicles whilst at, or on behalf of, Peak Assault	All Drivers	Medium	It is the responsibility of all drivers to be aware of and adhere to the additional guidance provided at the foot of this risk assessment. All drivers should adhere to the speed limit in place at all times whilst at Peak Assault. Competitors who have a vehicle at Peak Assault will have had this agreed as part of the application process. All those who drive minibuses and larger goods vehicles will hold the appropriate authorisation on their drivers licence and any further authorisation as required by Hertfordshire County Scouts. Drivers should have comprehensive insurance in place if they are driving other passengers at Peak Assault. All information relating to the above will be made available by the driver on request. Responsibility: Transport Manager	Low
Unauthorised use of radio communication	All radio operators	Low	Use of radio handsets is an essential part of the communication of information and emergency system in place for Peak Assault. Those operating radio handsets at Peak Assault must have prior authorisation from the relevant staff. An authorised person must be assured that the individual is	Low

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			capable of using the equipment in accordance with Peak Assault and/or Ofcom regulations. Any information requested by a third party will be made available as necessary Responsibility: Communications Manager	
Inexperience of those staffing hill activities and competing in Peak Assault	All in, or managing, hill activities	Medium	All staff will have had previous experience of Peak Assault or will be paired with someone who has this knowledge. All competition teams will have been signed off as competent by a local authorised person as part of the application process. Should, at any stage of Peak Assault an authorised member of staff doubt a team's or one or more of its members ability to safely compete in Peak Assault then this should be notified to the HPA Course Manager so that an appropriate course of action commence. Responsibility: Course Manager	Low
Weather	All at Peak Assault	Medium	The organisers of Peak Assault will constantly monitor the weather in the days leading up to and during the event. In the eventuality that the weather poses a threat to Peak Assault then the organisers will consider, cancellation or making adjustments to the course to ensure the safety of all attending. Any decisions made will be communicated to all concerned as quickly as possible. Responsibility: Course Manager In any incidence of severe weather; notably high wind, lightning strike or heavy precipitation that could cause risk to life will lead to communication to all hill staff via radio communication. Advice will be to evacuate all personnel to low lying land; to pre-arranged evacuation points as quickly and safely as time and terrain permits. Responsibility: Course Manager	Medium / Low
Inadequate Competitors Equipment	All Competitors	Medium	All teams will have a specific kit list of equipment to be carried and this will be examined as part of a pre-event kit check prior to starting Peak Assault. In addition, any questions about kit relating to Peak Assault can be made through the event website to the HPA Kit Check Manager. On occasions during the event a random kit check may be scheduled to ensure that all teams are carrying the required items. Responsibility: Kit Check Manager	Low

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Incorrect information issued to competitors	All Competitors and HPA Hill Staff	Medium	All information issued to those competing in Peak Assault will be explained in full prior to the team starting the event. A check will be made to ensure that the correct maps and checkpoint lists are issued. All maps will be copied under copyright. At least one map and the emergency instructions will be laminated and include any out of bounds and areas to be avoided; all other instructions will be copied using LaserJet water fast ink. Responsibility: Course Manager	Low
Poor Radio Communication	All Authorised Radio Staff	Medium	Radio communication is an essential part of Peak Assault. During the days leading up to Peak Assault the necessary activities will take place to ensure adequate radio communication can be achieved across the area that plays home to the event. Communications will be double checked as necessary, in particular between the site that houses the organising team and the relay point allowing effective communication to as many of the staff on the hills as can be achieved. As part of the preparation radio communications will be established between the radio relay point and as many checkpoint locations as possible. As a final resort, the mobile telephone numbers of all key personnel will be known and used to establish communication if possible. Mobile phone reception good across 2024 course. Responsibility: Course Setting Team Manager - during build phase, Communications Manager - during event.	Low
Missing or delayed Teams	HPA Competitors & HPA hill staff	High	All teams will be briefed before the competition on actions to take in the event of becoming lost. All teams will be tracked during the competition through information gathered by hill staff that will see teams at regular intervals. This information will be used to review the progress of the competition and to assist with any co-ordinated search that may be necessary should a team fail to check in by their appointed time. If necessary the emergency services will be called. Responsibility: Course Manager	Low
Road Crossings / walking on road	All Competitors	Low	Use of roads is kept to an absolute minimum and marshalled as appropriate. Main road crossings will be specified and marshalled. Final approach route to PW will be specified and controlled HI Vis for at least 3 members of every team mandated. Front and back markers must wear hi vis. Responsibility: Course Manager, HPA Kit Chek Manager	Medium

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Stream Crossings	All Competitors	Medium	Streams can only be passed at marked crossing points. Should the water levels rise significantly, the course can be changed to reflect this and divert competitors away from any water courses. Responsibility: Course Manager	Low
Group Separation	All Competitors	Medium	Marshalls to remind teams to stay together if they are drifting apart. All teams will be briefed before the competition on actions to take in the event of becoming lost. All teams will be tracked during the competition through information gathered by hill staff that will see teams at regular intervals. This information will be used to review the progress of the competition and to assist with any co-ordinated search that may be necessary should a team fail to check in by their appointed time. If necessary, the emergency services will be called. Responsibility: Course Manager	Low
Darkness	All Competitors	Medium	All finish times to be well before sunset, in the event of competitors running extremely late, marshals and or field response team to help walk team off hill back to appropriate extraction point. Responsibility: Course Manager	Low
Exposure	All Competitors	Medium	Clothing appropriate to the weather conditions will be worn and carried, weather forecast, competitors are required to carry a minimum amount of water to avoid dehydration. Responsibility: Kit Check Manager	Low
Steep Slopes	All Competitors	Medium	Unsafe areas to be marked on map as out of bounds, marshals in vicinity to remind competitors of out of bound areas. Responsibility: Course Manager	Low
Manual Handling Issues	All Competitors	Medium	Competitors carry only personal kit and group kit that is required for safety. Competitors to help each other load rucksacks onto backs. Rucksacks visually checked during start line procedures. Responsibility: Kit Check Manager	Low
Ticks	All at Peak Assault	Medium	Advise competitors to wear long trousers and check for ticks at the end of each day. Advise to seek a first aider if a tick has taken hold. Responsibility: Event Medical Lead	Low
Use of Stoves	All Competitors	Medium	Only gas canisters with self-sealing valves should be used with gas stoves. Extreme caution should be exercised when changing canisters and this should only be done in the open air, and away from lit stoves. No liquid fuel or hexamine stoves to be used. No briefcase "spring loaded" butane stoves. Responsibility: Kit Check Manager/Overnight Site Manager/Base Camp Manager	Low
General Public Interaction / Urban Area Behaviour	All at Peak Assault	Medium	Reminder to all competitors and staff about how to conduct themselves, etiquette and behaviour due to the urban areas being traversed. This includes interaction with General Public, noise control, language. Consideration for appropriate route choice to be made. Awareness of urban dangers and risks such as higher traffic volumes, cyclists, dogs etc. Responsibility: Explorer Leaders, Event Lead, Course Manager, Competitor Team Leaders.	Low

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N.B. This Risk Assessment in no way negates the need for continual dynamic risk assessment

Risk Assessment – Additional Supporting Information

- All members of the Event Management Team can act as ultimate decision maker.
- Any issues, emergencies or situations that need immediate resolution need alerting to a member of the Event Management Team
- All members of the Event Management Team will wear two-tone Yellow (top) / Red (bottom) Hi Vis PPE marked with "Event Manager" while "on-duty".
- Operational "Team" managers to be aware where their decision making responsibility sits and when to escalate to an "Event Manager"

Vehicles – Additional Guidance For Authorised Drivers

Guidance for all

- During arrival and departure days, marked pedestrian routes should be used whenever possible
- Site vehicle use is restricted to authorised users, who will be pre-registered with the Event Team
- Site speed limit is 5 mph
- Personal vehicles will be restricted to the designated car parks during the event – unless specifically permitted
- Vehicles such as supermarket deliveries will be managed by the site services team
- Any staff working in the car parks or main roadways must wear a Hi-Vis vest

Additional Guidance – Any vehicle

First ask – do I really need to use a vehicle to do this job? – if yes...

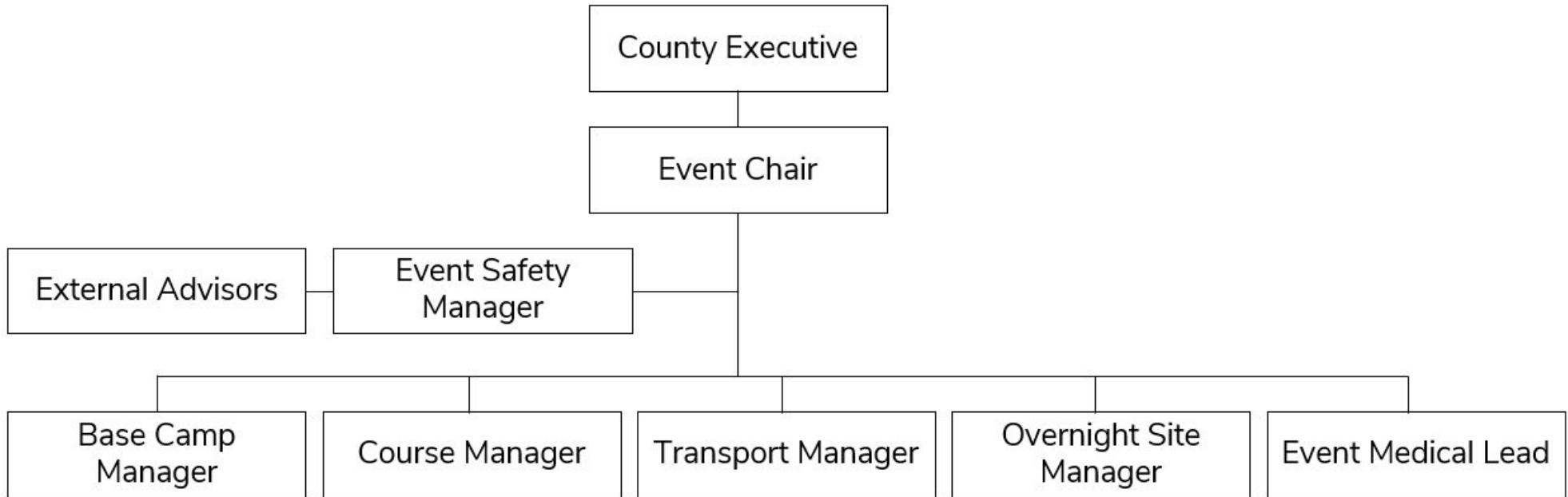
- Amber warning lights to be used – hazards must not be used, they should be used as standard indicators
- Do not drive through pedestrian areas unless absolutely necessary – if pedestrians are in close proximity stop until you get assistance or they have moved on
- If reversing in any area other than a car park or service yard, you must have a banksman
- Only drive within the limitations of your licence and training
- If leaving the vehicle, stop the engine and remove the keys

Additional Guidance – HCSC/Event vehicles

- Keys for event vehicles are held on a designated key board.
- Keys need to be signed for on the board so that the driver of any vehicle can be identified – if the driver changes, change the key board
- If leaving the vehicle for any extended period of time, please return the keys to the board so it can be moved/used if necessary

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Event Safety Structure



Event Management Team	Event Team
Event Chair / Lead Event Manager – Dan Nathan	Activity Centres Manager – Doug Stack
Event Services Manager – Matt Royall	Course Manager – Alex Nikitits
Event Safety Manager – Doug Stack	Event Medical Lead – Edward Watt
Transport Manager – Ian Grahame	Kit Check Manager – Richard Hayward
Overnight Site Manager – Keith Jennings	HPA Administrator / Communications Manager – Mark Hubbard
	Course Setting Team Manager – Iain Brunt
	Field Response Team Manager – Adam Hinckley