

# Scouting Risk Assessment – CAR PARKING OFF SITE



<p>Date of risk assessment</p>	<p>6/3/26</p>	<p>Name/Role of who undertook this risk assessment</p>	<p>Derek Salter Health &amp; Safety Director</p>
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Earleywood Scout Campsite

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><i>Hazard – something that may cause harm or damage.</i> <i>Risk – the chance of it happening.</i></p>	<p>Young people, Leaders, Visitors.</p>	<p><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.</p>
<p>Collison Pedestrians, other vehicles, foliage/trees or barriers causing injury/damage</p>	<p>Young people, Leaders, Visitors.</p>	<ul style="list-style-type: none"> <li>• Segregate pedestrian and vehicle routes.</li> <li>• Implement one way system for vehicles</li> <li>• Limit speed to 5mph</li> <li>• 1st Aid Kit &amp; trained Leader available</li> <li>• Cyclists dismount at entrance gate and walk into camp site</li> <li>• Delivery vehicles to be organised when camp site is at its quietist</li> <li>• All vehicles entering the camping area to have their hazard lights on and escorted with a marshal</li> <li>• Clearly marked parking bays, no double parking</li> <li>• Visible barriers</li> <li>• All vehicles to enter car park, no dropping off at entrance gates</li> <li>• No reversing vehicles from the car park into main road B3020</li> <li>• Remove foliage obstructing parking bays and clear lines of sight</li> <li>• Lighting to automatically come on with movement/dusk sensors</li> </ul>	

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

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Slip, trips and falls and damage to vehicles	Young people, Leaders, Visitors.	<ul style="list-style-type: none"> <li>• Provide a level hardstanding surface</li> <li>• Fill pot holes</li> <li>• Clear leaves, ice and snow</li> </ul>	
Marshals Collison with vehicle causing injury	Young people, Leaders, Visitors.	<ul style="list-style-type: none"> <li>• Safety talk before activity begins</li> <li>• Hi-viz jackets to be worn</li> <li>• Torches to be used after dusk</li> <li>• Wear appropriate clothing/footwear for the weather conditions</li> </ul>	
Emergency vehicle access	Young people, Leaders, Visitors.	<ul style="list-style-type: none"> <li>• Clearly sign the emergency vehicle access route.</li> </ul>	

<b>Director responsible for ensuring the risk assessment is implemented.</b>		<b>Name: Various</b>	
		<b>Role:</b>	
		<b>Date</b>	
<b>Checked by [good to have someone else look at it]</b>		<b>Name: Hilary Crofton</b>	
		<b>Role: SE Berks DC</b>	
		<b>Date: 1<sup>st</sup> September 23</b>	
<b>Approved by</b>		<b>Name: Derek Salter</b>	
		<b>Role: Health &amp; Safety Director</b>	
		<b>Date: 1st September 23</b>	
<b>Version Control</b>	Original Date: 1/12/23	<b>What's changed?</b>	Original
	Revision Date: 15 <sup>th</sup> February 2025		Annual review
	Revision Date 6 <sup>th</sup> March 2026		Annual review

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## Feedback

Date	Who	Feedback	Comments
1/12/23	Numerous	Numerous changes	Based upon Parent & Child Camp Sept 23

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## Scouting Risk Assessment – CAR PARKING OFF SITE

# Camping with Off Site Car Parking (sample) Group Kit Instructions

**Venue:** Earlywood Camp Site <https://www.earlywood.org.uk/>

**Due large numbers of campers attending we need to reduce the number of vehicles arriving at the campsite. The following instructions must be adhered to for the safety of all concerned.**

### Group Camping Kit

- Groups are encouraged to bring their large items of camping equipment such as kitchens, mess tents, furniture, etc before the event starts. Please discuss access when booking.
- Groups can bring a maximum of three vehicles/trailers onto the campsite to drop off their equipment and food. All vehicles must be removed from the campsite before the event starts.
- Supermarket/takeaway deliveries to be booked for delivery before the event starts or after all participants have arrived.
- Groups can bring one vehicle onto the campsite to start loading equipment before the event closes.
- Additional vehicles are not permitted onto the campsite until after the event has closed.
- All vehicles moving on the campsite are not to exceed 5mph, have their hazard lights on and be escorted in front by an adult wearing high visibility clothing.

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## Scouting Risk Assessment – CAR PARKING OFF SITE

### Camping with Off Site Car Parking (sample) Drop Off/Pick Up Instructions

**Venue:** Earlywood Camp Site <https://www.earleywood.org.uk/>

**Due large numbers of campers attending we need to reduce the number of vehicles arriving at the campsite.**

**The following instructions must be adhered to for the safety of all concerned.**

**We are operating a one way system in the Earleywood car park, see map.**

#### Drop off and pick at campsite carpark

##### Drop off

- Drop off at the time agreed with participants Earleywood Campsite Bagshot Road, Sunningdale, Ascot SL5 9JP
- Marshalls in high visibility clothing will assist you.
- Enter campsite carpark from the Berystede Hotel end of the B3020 only.
- Follow the one-way system and unload camping equipment and participants in the designated unloading bays only.
- An adult from each Group will meet and collect those being dropped off and help the participants and kit to their camp.
- Once unloaded driver leaves immediately to allow vehicles behind them to unload.
- Leave camp site turning left only.
- Park (if needed as driver may not be camping) at the offsite car park and return to camp in the vehicle provided i.e. shuttle mini-bus

##### Pick up

- Each Group has been provided with a time to prevent ques forming on the B3020 road.
- Shuttle mini-bus will start as soon as the event closes for drivers only to collect their vehicle from the offsite car park
- The parent/child kit to be bought to the carpark loading bay at the same time as the driver gets a lift in the shuttle mini-bus
- Pick up from Earleywood Campsite Bagshot Road, Sunningdale, Ascot SL5 9JP
- Enter campsite carpark from the Berystede Hotel end of the B3020 only.
- Marshalls in high visibility clothing will assist you.
- Follow the one-way system and load in the designated unloading bays only.
- Once loaded leave immediately to allow vehicles behind you to load
- Leave camp site turning left only.

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### Campsite Carpark

- Campers are **NOT** permitted to park in the car park (unless they have been given permission from the event organisers)
- The camp site entrance is **NOT** to be used to drop off or pick up, follow the drop off/pick up instructions
- Groups have limited parking to facilitate emergencies. Park only in designated area. **This includes Leaders vehicles.**
- Ensure the emergency vehicle access route is clear at all times, as per the signage.

### Off Site Parking Located at ..... – Shuttle mini-bus to/from campsite

#### Drop Off

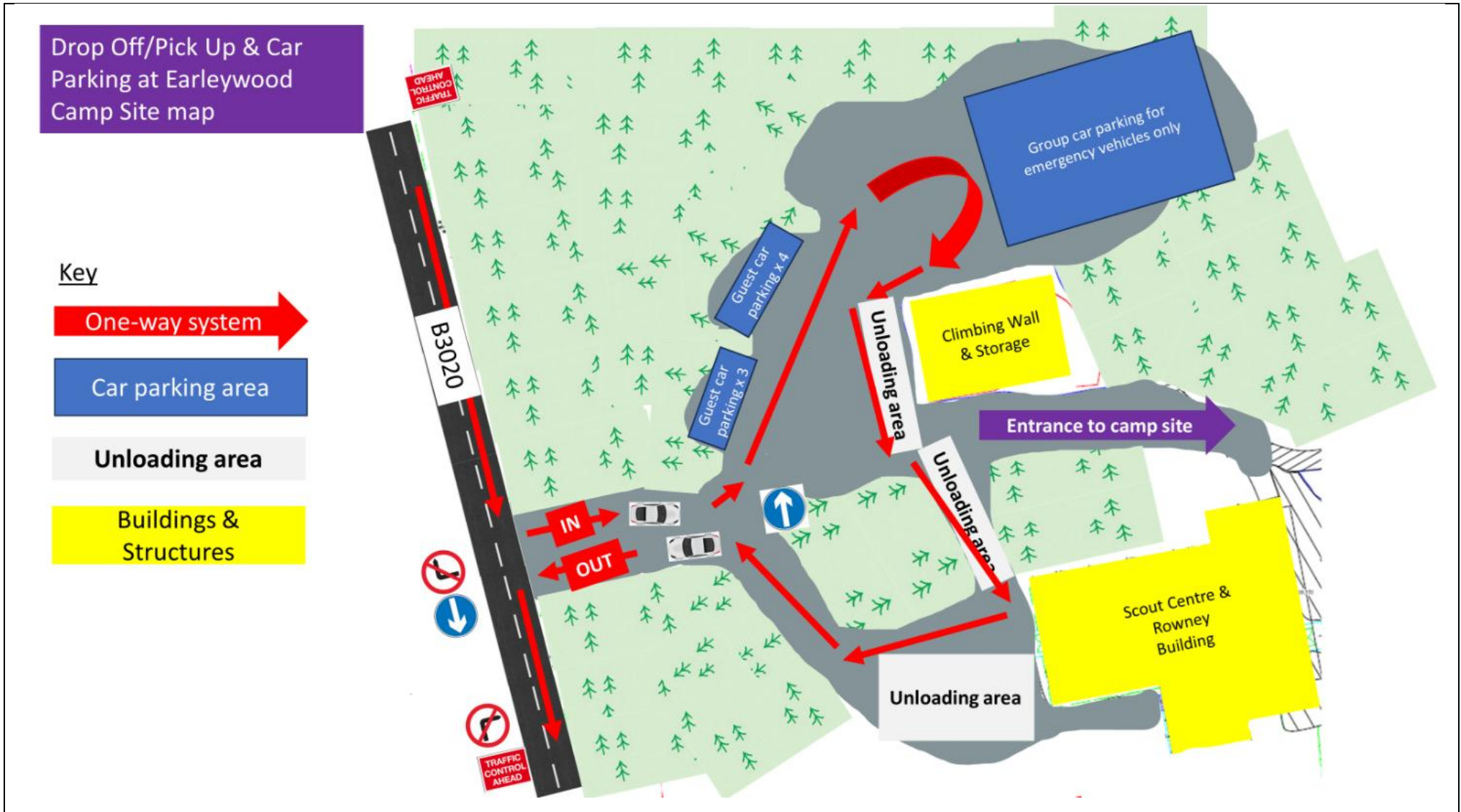
- Drop off at Earleywood carpark following the instructions and the driver leaves only to park your car .
- Parking has been arranged with .....
- Marshalls in high visibility clothing will assist you to your parking space and upon entering the carpark will hand you a parking form. Complete as instructed on the form one copy to be left visible in the vehicle and one handed to the event organisers at the campsite. This helps to identify the owner of a vehicle if required.
- **DO NOT** leave valuables in your car as you are responsible for the car in the car park.
- Collect all belongings and wait for the next shuttle mini-bus to take you to the campsite.

#### Pick Up

- Driver only taken to the off site car park on the next shuttle mini-bus or Group emergency vehicle
- Each Group has been provided with a time to prevent ques forming on the B3020 road.
- Pick up from the campsite children and equipment following the instructions.

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