

Blair Atholl International Patrol Jamboree 2026
Risk Assessment – Photography Activity



Location	The Kastle Marquee & Field	Activity	Photography
Team Leader	Rachael Webster	Staff Present on Activity	Rachael Webster Claire Griffiths Ryan Fleming Ciara Fallon
Nearest A&E	On Site Medical Facilities Perth Royal Infirmary		
Verbal Instruction & Demonstration		YES	
Safety Zone		Boundaries Set for Activity on Field Studio Set Up – Clear Area Identified in Activity Space.	
		Person in charge in the absence of Team Leader: Claire Griffiths	

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The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/Monitoring
Slips, Trips and Falls	Within Activity Base Area (inside the Kastle Marquee)	Activity Leaders and Participants	LOW	<p>Keep floor space clear with no tripping hazards. Any cables should be tidied away and off ground where possible (this will also prevent contact of moisture in electricals).</p> <p>Any activity equipment should be stored in/under tables where possible and any equipment that needs to be on the floor should be placed accordingly and removed when finished with.</p>	<p>Activity leaders will complete thorough checks before the start of each activity and consistently throughout the activity.</p> <p>Checks will be to identify anything that could potentially be or become a hazard.</p>
Slips, Trips and Falls	Out With Activity Base Area (The Kastle Marquee & Field)	Activity Leaders and Participants	LOW	<p>Participants will be briefed at the start of the activity on boundaries of where they can and cannot go to take photographs.</p> <p>They will be reminded about being aware of their surroundings and watching for uneven ground etc. out on the field.</p> <p>Recommend the wearing of sturdy shoes for the activity (i.e. no flip-flops).</p>	<p>Activity leaders will roam the site and keep track of the photographing groups at time intervals.</p> <p>One activity leader to remain in activity base in case any participants return for help.</p>

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Walking into Other Activities	Out With Activity Base Area (The Kastle Marquee & Field)	Activity Leaders and Participants	LOW	Participants will be briefed at the start of the activity on boundaries of where they can and cannot go to take photographs. This includes other activities happening on site – clear instruction NOT to enter another activity without permission from the leader of that activity.	Activity leaders will roam the site and keep track of the photographing groups at time intervals. One activity leader to remain in activity base in case any participants return for help.
Photographing Persons Without Permission	Out With Activity Base Area (The Kastle Marquee & Field)	Activity Leaders, Participants, Leaders & Participants of Other Activities	LOW	Participants on the Photography Activity will be given clear instruction to ask any person(s) they are intending to photograph for permission prior to doing so.	
Vehicles on Access Road/ Main Drive	Access Road and Main Drive to Castle	Activity Leaders, Participants & Members of Public	LOW	Participants will be briefed at the start of the activity on boundaries of where they can and cannot go to take photographs. This will stress participants NOT being allowed to leave the site itself.	Activity leaders will roam the site and keep track of the photographing groups at time intervals. One activity leader to remain in activity base in case any participants return for help.

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Moving Objects (thrown)	Out With Activity Base Area (The Kastle Marquee & Field)	Activity Leaders and Participants	LOW	Participants will be briefed at the start of the activity on boundaries of where they can and cannot go to take photographs. This will also include participants being briefed about staying alert of surroundings at all times.	Activity Leaders will roam the site and keep track of the photographing groups at time intervals. One Activity Leader to remain in activity base in case any participants return for help.
Electrical Shocks	Within Activity Base Area (The Kastle Marquee)	Activity Leaders and Participants	LOW	Electrical cables kept out of reach, away from moisture and only be accessed by activity staff. If any equipment requires being charged or powered they should be done so by activity leaders. Electrical equipment will be used during activity; safe working practises will be explained to participants.	Activity Leaders will complete thorough checks at the start and end of activity sessions to make sure that any electrical outlets are covered or are secured out of reach of young people.
Studio Set Up - Electrical Wires / Trip Hazard / Flash	Within Activity Base Area (inside the Kastle Marquee)	Activity Leaders, Participants, Leaders & Participants of Adjacent Activities	LOW	Caution should be taken when setting up studio to ensure cables/wires are not causing trip/hazard. Ensure no participant/leaders in Photography activity area or adjacent activity areas are sensitive to flashing lights.	Activity leaders to check with participants partaking in Photography and to have discussion with adjacent activity leaders and ask them to check for each session if they have any participants sensitive to flashing light.

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Environmental (activity area)	Within Activity Base Area (inside the Kastle Marquee)	Activity Leaders and Participants	LOW	Any fixtures or fittings that are part or not part of activity area to be checked to make sure are secured in place and safe. Ensure activity base surrounding / set up is safe.	Activity leaders will complete thorough checks at start of every session to ensure a safe environment for young people and adults.
Environmental (out with activity area)	Out With Activity Base Area (The Kastle Marquee & Field)	Activity Leaders and Participants	LOW	When participants are around camp site during activity they will be briefed on safe practises.	Activity leaders will brief participants of areas of camp to not go to and also safe working practises with camera equipment.
Weather / Temperature	All Areas	Activity Leaders and Participants	MED	Ensure participants have suitable clothing for conditions. Remind participants to bring a water bottle. If sunny, remind participants to remain in the shade when possible, wear a sun hat and sun cream. In extreme wet weather, activity will take place under cover of marquee.	Activity leaders to check with participants on collection from Subcamps that they have all the required items. <ul style="list-style-type: none"> - Water Bottle - Sun Hat / Sun Cream - Waterproof - Suitable Shoes - Medication

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Use of Water – Splash Photography	Activity Base Area (inside the Kastle Marquee)	Activity Leaders and Participants	LOW	<p>Participants may get wet and become cold – ensure they are briefed about standing back from the splash.</p> <p>Water Splashing Electricals – Keep distance between water and all electrical items to avoid contact.</p>	If required in extreme circumstances, send participants to get changed into dry clothing.
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I have read and understood this risk assessment:

PRINT NAME	SIGN	DATE
RACHAEL WEBSTER		
CLAIRE GRIFFITHS		
JACK MCGEACHIE		

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Method Statement – Photography Activity



ACTIVITY	PHOTOGRAPHY
GENERAL DESCRIPTION	
LOCATION OF ACTIVITY INCLUDING ACCESS AND RESTRICTIONS	<ul style="list-style-type: none">• The Kastle Marquee & Target Park Camping Field
GENERAL ACTIVITY ENVIRONMENT CONSIDERATIONS, E.G. TEMPERATURE, WEATHER AND WIND SPEED	<ul style="list-style-type: none">• Temperature – If extremely hot, participants to remain in shaded areas as much as possible and drink plenty water.• Weather - If extremely wet, then activity can take place under cover of the marquee.• Wind speed – N/A• Participants to bring a water bottle as well as wearing appropriate clothing for the weather, including jacket or sun hat/sun cream etc.
PROTECTION OF OTHERS, E.G. MEMBERS OF THE PUBLIC, STAFF, OTHER PARTICIPANTS	<ul style="list-style-type: none">• Warning of flash photography – check medical information.
EMERGENCY PROCEDURES, INCLUDING LOCATION OF EMERGENCY EQUIPMENT	<ul style="list-style-type: none">• On site medical facilities.• First aid kit held in activity base area.
IDENTITY OF PARTICIPANTS (AND ANY SPECIFIC TRAINING OR CERTIFICATION REQUIRED)	<ul style="list-style-type: none">• All leaders have a PVG.• All leaders have first aid training.
REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none">• N/A
EQUIPMENT USED, INCLUDING SAFETY PRECAUTIONS AND RESTRICTIONS	<ul style="list-style-type: none">• Point and shoot digital cameras.• DSLR• Studio Kit – backdrop and lights.• Tripod
MATERIALS INFORMATION E.G. HAZARD INFORMATION AND STORAGE/TRANSPORT REQUIREMENTS	<ul style="list-style-type: none">• Secure location required for storage of equipment out with activity sessions.

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<p>ACTIVITY SEQUENCE, INCLUDING ASSOCIATED RISKS AND REQUIRED CONTROL MEASURES FOR EACH STAGE.</p>	<ul style="list-style-type: none"> • Collect all participants from Subcamps - ensure they have a water bottle, appropriate clothing for activity and any medication required. • Brief on Activity – including introducing the leadership team, a rough overview of the activity and safety information. • Walk through on how to use a camera safely and properly –demonstration by the leadership team. • Guidance on Camera Settings – Aperture & Shutter Speed – mini-tasks set. • Participants talked through the Concept Task and split into groups to complete. • Participants go out on site and take photographs for Concept Task – supervised by leaders at timed intervals. • Participants return after set time and are counted in – making sure everyone has returned to activity safely and returned all equipment. • Participants leave activity to return to Subcamps.
<p>SAFETY CHECKS REQUIRED AT SPECIFIC STAGES</p>	<ul style="list-style-type: none"> • Start of activity when participants arrive (everyone accounted for and medial details taken). • Whilst participants are out taking photographs. Leaders will roam the site keeping eye on participants. (One leader to remain at the activity base in case of any participants returning for help.) • When participants return from taking photographs. (everyone accounted for and safely returned).
<p>FINAL CLEARANCE THAT ACTIVITY IS COMPLETED TO SPECIFICATION</p>	<ul style="list-style-type: none"> • When all participants have returned to the activity base area and all equipment has been checked back in.
<p>ARRANGEMENTS FOR CHANGING / DEVIATING FROM METHOD STATEMENT</p>	<ul style="list-style-type: none"> • In extreme wet weather photography will be done under cover of The Kastle activity marquee tent under leader supervision.
<p>ANY OTHER ADDITIONAL INFORMATION THAT MAY BE RELEVANT</p>	<ul style="list-style-type: none"> • NONE
<p>CREATION DATE 16/06/2024</p>	<p>REVISION No. & DATES</p>
<p>Person in charge in the absence of Team Leader:</p>	<p>Claire Griffiths /</p>
<p>Team Leader</p>	<p>Rachael Webster</p>

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For Staff Members - I have read and understood this method statement (print, sign & date):