

Risk Assessment

Name of activity/ event/ location	Regular Scout Meetings	Date of risk assessment	12 July 2021	Name of who undertook this risk assessment	David Bull
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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?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it.. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change it or even stop it. Add comments to help with the review.
		REFER TO COVID CHECKLIST FOR LEADERS	
		PREPARE AND RECORD RISK ASSESSMENTS FOR SPECIFIC ACTIVITIES AS NECESSARY	
ARKELL CENTRE – INDOORS AND GENERAL			
Behaviour – overexcitement, especially at start and end of the evening.	All present	Have a Section code of conduct to set clear expectations of behaviour. Leader or Young Leader runs a filler activity for young people as they arrive to provide focus. Have a clear waiting area for collection. Leaders tell young person when their parent or carer has arrived to collect them. Everyone must be accounted for. Leader in charge monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities).	
Behaviour: overexcitement and not following rules or instructions during activities could lead to accidents.	All present	Explain the rules clearly at the start of each activity/game. Monitor the mood level throughout. Use clear communication to stop the activity, previously explained and understood by all. Have a clear, safe location for those not participating in the activity. Have at least two Leaders: one to control the activity, one to monitor the room generally.	

Additional information can be found in the **Safety Checklist for Leaders** and other information at scouts.org.uk/safety

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Fire	All present	First one in to check the fire alarm indicator is green, indicating the building is safe to enter. Adults check all fire exits and escape routes to make sure they are unlocked and clear. .before participants arrive and kept clear during all activities. Leaders and Young Leaders know what to do in the event of a fire and where the emergency assembly point is. Fire drills at least once per term, offering different scenarios.	
Floor – slips, trips, falls, and impact injuries	All present	Check floor is clear of protrusions, obstacles, and spills that are likely to increase risk of tripping, slipping, or injury. Report anything that is not right. Make sure everyone is wearing appropriate footwear (check laces are tied etc). Encourage everyone to wipe shoes on arrival, especially if wet.	
Kitchen – injuries from heat sources and sharp items.	All present	Limit access to the kitchen to adults only (unless part of a programmed activity). The fire shutter must only be operated by adults.	
Lone working – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware	Leaders	Leaders arrive at agreed times. Adults carry mobile phones with them in case of an incident. No one does risky activities while alone. Sign Visitors Book (in and out!) to inform others of your presence in the building.	
Security – intruder access to the building or young person leaving unattended.	Young people and leaders	Adults follow Group's arrangements for preventing unauthorised departure and access once all of the young people have arrived. These should not obstruct the fire evacuation arrangements. Leaders carry mobile phones. Leader in charge has immediate access to InTouch details in case of emergency. Clear communication between Leaders and parents and carers so Leaders know who is dropping off and picking up each young person.	
Tables and chairs (and other obstructions) – injuries (hand and back) to people setting up, moving, or collapsing the items. , ensuring that fingers don't get caught in folding mechanisms.	Young people and leaders	Leaders and Young Leaders oversee setting up and moving tables and chairs No one to carry tables alone. Leaders help with stacking and unstacking chairs. Stack rigid chairs with their side against the wall so they don't fall into the room. Stacks should be no more than six chairs high Leaders to set out tables and chairs at the start of the meeting (based on planned activities) and push them against the walls until needed.	

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		The chair (and table) store should not be used for storing and stacking other items, especially heavy items that could fall onto someone.	
Traffic – injuries from collisions between vehicles and people.	Young people, leaders and parents	Clear signs in the car park. Brief parents and carers on safe arrival and departure process. Leader supervises from the entrance to make sure young people arrive in the building safely. Ensure the barrier is always locked - either open or closed - to prevent swinging on it or stealing the lock.	
Walls: collisions with walls during games, causing injuries to people.	Players	Mark out a safe zone at each end of the main hall. Explain the safe zone to players (for example, no one should run in the safe zone).	
ARKELL CENTRE – OPEN GROUND AT THE REAR		The grounds change constantly with the seasons. Please report if you spot anything you consider unsafe.	
Security: lost children etc.	Young people	Leaders to set clear boundaries with all present. Leaders to make sure the outside gate is secure. Leaders monitor young people and carry out regular headcounts.	
Terrain: uneven ground, branches, nettles, etc. <ul style="list-style-type: none"> The service area adjacent to the Pre-School should be out of bounds for activities. It is a more hazardous area than the rest of the grounds because: (a) the wheelbarrow and trailer stored there and (b) the 	Young people, leaders	Leaders check that the surfaces suit the planned activities and are free of obstacles that may cause hazards. Leaders advise participants on suitable footwear (if necessary) and check everyone's footwear at the start.	

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<p>gas cage is a potential finger trap.</p> <ul style="list-style-type: none"> The hall windows present a hazard to activities when open. 			
<p>Weather: rain before and during the activity, hot weather causing heat exhaustion or sunstroke.</p>	<p>Young people, leaders</p>	<p>The Leader monitors the weather forecast in advance. If heavy rain is forecast, plan alternative activities.</p> <p>The Leader checks weather before the meeting starts.</p> <p>Leaders advise participants on suitable clothing</p> <p>Leaders checks that everyone is suitably equipped at the start of the activity.</p> <p>Leaders monitor young people and return to the main hall or party tent if it gets too hot or the weather deteriorates.</p>	
<p>Fire Circle</p>	<p>Young people, leaders</p>	<p>See separate risk assessment for using the Fire Circle.</p>	

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