

Risk assessment

Name of activity, event, and location	S – 001 Scout Section hut based weekly meeting	Date of risk assessment	6 th August 2024	Name of who undertook this risk assessment	Andy Barnard (working with others)
		Date of next review	6 th August 2025 (or each term or with significant change to environment)		

What hazard have you identified? What are the 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?
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. Other section leaders to arrive before young people arrive	
Tables and chairs (and other obstructions) – injuries to people setting up, moving, or collapsing the items.	Young people and leaders	Leaders and Young Leaders oversee setting up and moving tables and chairs. No one carries tables alone. Stack chairs on chair trolley specifically purchased for task, all chairs to be stacked correctly to keep stack of chairs stable. Leaders supervise or help with stacking and unstacking chairs.	
Floor – slips, trips, falls.	All present	Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury. If liquid is spilt then access any planned games for risk of slipping and alter games as necessary Make sure everyone's wearing appropriate footwear and it's secured to their feet (check laces are tied and so on). Put a doormat at the entrance. Encourage everyone to wipe shoes on arrival, especially if wet.	
Traffic – injuries from collisions between vehicles and people.	Young people, leaders and parents	Have clear signs in the car park and a marked walkway for pedestrians. Brief Young people, parents and carers on safe arrival and departure process. Leader supervises from the entrance to make sure young people arrive in the building safely.	
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. Leader in charge monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities).	

Risk assessment

<p>Security – intruder access to the building or young person leaving unattended.</p>	<p>Young people and leaders</p>	<p>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.</p> <p>Leaders carry mobile phones. Leader in charge has access to InTouch details in case of emergency.</p> <p>Clear communication between young people, leaders, and carers so leaders know who’s dropping off and picking up each young person.</p>	
<p>Kitchen – injuries from heat sources and sharp items.</p>	<p>All present</p>	<p>Limit access to the kitchen to adults only (unless part of a programmed activity).</p>	
<p>Chemicals – injuries from misuse of cleaning materials.</p>	<p>All present</p>	<p>Limit access to chemicals used for cleaning by locking away from (or putting out of reach of) young people.</p> <p>Adults supervise any use of cleaning chemicals, including washing up and so on.</p>	
<p>Fire</p>	<p>All present</p>	<p>Adults check all fire exits and escape routes to make sure they’re unlocked and clear before participants arrive.</p> <p>Leaders and Young Leaders know what to do in the event of a fire and where the emergency assembly point is.</p> <p>A termly fire drill with young people is carried out each term.</p>	