

# Risk Assessment



<b>Name of activity/ event/ location</b>	Archery	<b>Date of risk assessment</b>	22 July 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><b>Hazard</b> – something that may cause harm or damage.  <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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>	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>Hazard - Numbers of participants                      Risk - Injury/death</p>	Leaders/Parents/ Participants	A maximum of participants will be allowed into the area at any time. The waiting will be sat on benches/chairs and supervised by an adult. The waiting will not be allowed over the waiting line until advised by the range master. At least one qualified instructor must be present at all times.	
<p>Hazard - Injury from archery equipment                      Risk - Injury/death</p>	Leaders/Parents/ Participants	No shooting is allowed unless qualified instructors present. One instructor to be range master in charge of agreeing when shooting begins and when/if participants may go forward to collect arrows.	
<p>Hazard - arrows bouncing out of/missing target                      Risk - Injury/death</p>	Leaders/Parents/ Participants	Safety curtain to be around back of targets. Participants are not allowed to go forward of the shooting line until advised by range master- even if the arrow does not reach target/falls out of bow over line.	
<p>Hazard - hair/loose clothing tangled in bow or arrow</p>	Leaders/Parents/ Participants	All participants are to have hair tied back and no loose clothing - advised as part of pre-briefing. Instructors to carry elastic bands	

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



## Risk Assessment

Risk - hair ripped out/arrow vears off - Injury/death			
Hazard - bow hitting forearm Risk - bruising	Instructors/participants	All participants to be provided with arm guards and where possible finger tabs	
Hazard - not pointing bow at targets Risk - Injury/death	Leaders/Parents/ Participants	All participants to be advised that they must at all times have arrows pointing towards targets - advised as part of pre-briefing	
Hazard - inexperienced archers Risk - Injury/death	Leaders/Parents/ Participants	Before anyone picks up a bow to shoot the qualified instructor will give the briefing as below and demonstrate how to shoot safely. The instructor will individually check each participant before they are allowed to shoot independently.	
Hazard - entrances to hall/Area Risk - Injury/death	All	Ensure that only one entrance to the hall/area is available and that all other entrances cannot be accessed from outside. Range to be set up in accordance with Archery GB Guidance.	
Hazard - safety briefing not given Risk - injury/death	All	<p>Safety Briefing:</p> <ol style="list-style-type: none"> <li>1. Clothing and jewellery. Loose material in full-cut sleeves may catch and slow bowstring movement. It can cause the arrow to deflect sideways and be a danger to others. In general, clothing needs to fit without constriction so allow a full range of movement.</li> <li>2. Use arm guards to avoid bruising forearm</li> <li>3. Use finger tabs if possible</li> <li>4. Don't ever point an arrow at another person. One little slip may blind or kill someone. Even the smallest bows are not</li> </ol>	

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## Risk Assessment

		<p>toys. Arrows must always point towards the target.</p> <p>5. Do not shoot an arrow up in the air - you will have no idea where it will come down and the damage it will do.</p> <p>6. Nobody should ever be at the target end when shooting is taking place, no matter how far off to one side they are.</p> <p>7. No one begins shooting until the range master gives the command.</p> <p>8. When two or more archers are shooting, they should stand in line of the Shooting Line..</p> <p>9. Stand 1 foot either side of shooting line</p> <p>10. Participants not shooting must wait behind the waiting line, sitting on benches/chairs.</p> <p>11. Do not cross the shooting line and walk towards the target until the range master has given the command.</p> <p>12. Check Arrow length before commencing the session. When shooting the point of the arrow should not be drawn past the edge of the bow..</p> <p>13. Demonstration of correct shooting position and how to correctly shoot with bow and arrow.</p> <p>14. When walking towards the target to collect the arrows, walk slowly and in line with other archers; be careful of any on floor or sticking out of netting. Collect all arrows on approach, collecting arrows from floor first. Approach boss from side so not to walk onto arrows pick up those on floor first</p> <p>15. When pulling your arrows out of the target, make sure that nobody is close enough to be in danger from the rear end of the arrow striking them in the face, because the arrows can come out suddenly.</p> <p>16, When you pull the arrows out of the target hold the</p>	
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## Risk Assessment

		<p>arrow as close as possible to the target and DON'T twist the arrow when you pull it out of the target. Wood is slightly flexible, but the metal pile is not, so there will be sheer force where the two join if you twist, and eventually the pile will snap off</p> <p>17. To avoid leverage breaks slowly extract the arrow fully backwards from grass / net /boss until the pile is visible/free</p> <p>18. When carrying arrows - points down and under arm - do not run. Wait until all arrows have been collected before walking back to the shooting line.</p> <p>Notes:</p> <ul style="list-style-type: none"><li>• Boss - target</li><li>• Piles - points</li><li>• Nock - contact arrow to string - also bow to string</li><li>• Fletch - feather, cock feather and two shaft feathers</li></ul>	
<p><b>Review due:</b> A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</p>			

## 3<sup>rd</sup> Esher Scouts Risk Assessment

<b>Name of activity/ event/ location</b>	Axe, Saw, Knife Activity	<b>Date of risk assessment</b>	22 July 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns 3 <sup>rd</sup> Esher
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.	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.
Hazard - incorrect use of equipment Risk - injury/death	All	Use a tool of a size and weight that is suited to the job and the young persons level of ability. Safety briefing on use of equipment given before being allowed to saw or chop. Practice your own knife skills before you begin any practical sessions with your section. Explain knife law and safety before you begin. At the end of the session, collect and safely store any tools you've used. Have a suitable, safe storage. Use it to show everyone how to store tools and help them understand why. Start with a small knife (such as a Swiss Army Knife) and complete small tasks. Build up to a larger blade as people become more confident and dexterous. Leader to supervise as appropriate	
Hazard - clothing/hair and hands Risk - injury/death	All	Wear appropriate clothing and footwear, avoiding scarves, lanyards or any loose items that could be snared. Axes: Boots should be worn rather than trainers. Tie long hair back. Tell people to take care when cutting or snapping wood. Wear strong gloves if you have them – bear in mind that gloves may affect your grip.	
Hazard - damaged tools Risk - injury/death	All	Inspect tools before use. Check for damage and ensure that the parts are aligned and held together securely. Never use a blunt axe or saw, which is likely to slip or bounce on	

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### 3<sup>rd</sup> Esher Scouts Risk Assessment

		<p>impact. Put a chopping block below wood before you cut it.</p> <p>Use a kneeling position so if you miss your material the axe won't follow through to your leg.</p> <p>If you're splitting wood, use another stick to hold it up so you can keep your fingers away from the area being cut.</p> <p>Stop using the axe if you feel tired.</p>	
<p>Hazard - being hit by axe/saw</p> <p>Risk - injury/death</p>	All	<p>Mark out a clear chopping or cutting area, situated close to the fire area but separated from it by a woodpile.</p> <p>The chopping area must be free of obstructions and trip hazards, and at least three axe lengths in radius (ie an outstretched arm and the length of three axes). Place the chopping block in the centre.</p> <p>Axes should only be used in this area, which should be clearly marked and enforced as a 'no go' zone for anyone who is not properly trained or clothed. Suitable area cordoned off/roped</p> <p>Numbers restricted in sawing/chopping area. Don't wear scarves, ties, lanyards or any loose clothing or jewellery and tie back long hair to prevent axes from getting caught.</p> <p>Leader supervision as appropriate</p>	
<p>Hazard - horseplay</p> <p>Risk - injury/death</p>	All	<p>Leader supervision as appropriate. Activity to stop if young person will not obey safety guidelines. Have a section code of conduct to set clear expectations of behaviour.</p> <p>Stress the importance of being responsible when using sharp tools. Give young people information and training before they use sharp items. Supervise young people closely while they use sharp items. Continue to assess their competence. Have one adult or young leader for each group – consider the ratio depending on age and behaviour. Count out the sharp items and be clear on how many are being used. Count them back in to make sure</p>	

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### 3<sup>rd</sup> Esher Scouts Risk Assessment

		they're all returned. Mask items (cover the blade) and store them safely between uses. Plan another activity for Scouts whose parents don't want them to take part in practical activities using knives and Scouts who aren't ready for this type of activity	
Hazard - unauthorised use of equipment Risk - injury/death	All	Keep axes and saws dry, and never leave them out overnight. Keep them in a stores tent/cupboard in a locked box	
Hazard - axes/saws not in use Risk - injury/death	All	Fit masks or sheaths to axe heads and saw blades, which should fit securely. Do not plant the head in the ground. An axe can be masked temporarily in the chopping block but make sure that the blade is securely wedged in the grain of the wood and that the shaft does not pose a trip hazard. Saws are usually supplied with plastic clip-on masks that fit over the blade. Do not leave equipment on the ground as a trip hazard	
Hazard - Incorrect/unsafe use of knives	Leaders/young person/adult helpers	Leader to carry out a safety briefing on the correct use of knives Young persons to be seated 2 metres apart when using knives. Good technique to be used at all times. All knives to be inspected before use to ensure blades are sharp and handles are not loose. All knives to be kept under the control of the leader in charge.	If group unmanageable activity will cease. If a young person persistently injures themselves they will not be allowed to continue activity.
<p><b>Review due:</b> A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</p>			

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# Risk Assessment

<b>Name of activity/ event/ location</b>	Climbing and Abseiling	<b>Date of risk assessment</b>	July 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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>	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>Hazard - Incorrect use of equipment/loose personal equipment Risk - Injury/death</p>	Leaders/explorers/adult helpers	<p>Qualified instructors will lead activity and provide a safety briefing on the correct use of ropes/harnesses/helmets and method of climbing and abseiling. No jewelry to be worn and long hair to be tied back. Instructors will check all harnesses/helmets and knots/pulleys before activity begins to ensure correctly fitted/in good repair and correctly set up. Instructors will ensure correctly rated ropes and equipment all to correct safety standards.</p>	
<p>Hazard - items dropped from tower Risk - injury/death</p>	Leaders/explorers/adult helpers	All those within the vicinity of the tower must have helmets whether climbing or supervising.	
<p>Hazard - slips and trips Risk - injury/death</p>	Leaders/explorers/adult helpers	<p>Instructor to check wall/ladder and grounds of climbing walls for any obstacles. Safety briefing to include no running instruction</p>	
<p>Hazard - intrusion on site by those not taking part Risk - injury/death</p>	Leaders/explorers/adult helpers	<p>Once participating group within site; gate to be closed. Adult to be in charge of gate</p>	
<p>Hazard - failure of abseiling equipment</p>	Leaders/explorers/adult helpers	Safety rope used with separate anchors	

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## Risk Assessment

Risk - injury/death			
Hazard - climbers falling off tower Risk - injury/death	Leaders/explorers/adult helpers	Safety rope to be under control of the instructor.	
Hazard - equipment laying around site Risk - injury	Leaders/explorers/adult helpers	All equipment not being used to be stored away in boxes.	
Hazard - climbing ladder Risk/injury death	Leaders/explorers/adult helpers	Instructor to appoint adult to ensure the queue is orderly and only one explorer at a time is on ladder	
Hazard - Unsupervised participants in area Risk - injury	Leaders/explorers/adult helpers	All those not climbing to sit on benches/seated area. Adult to be in charge of those not climbing to leave Instructor free to supervise climbing/abseiling.	
<p><b>Review due:</b> A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</p>			

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HQ Template Published February 2019

### 3<sup>rd</sup> Esher Risk Assessment

<b>Name of activity/ event/ location</b>	Cooking indoors and outside	<b>Date of risk assessment</b>	1/2/2021	<b>Name of who undertook this risk assessment</b>	Andrew Burns, GSL
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.	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.
Hazard -Cooking equipment/food prep	All	Check cooking equipment provided in good enough condition, appropriate for the use and the size of those taking part; Consider what elements need to be done by adults, or with close supervision (age/skill level appropriate). Ensure there is adequate spacing between participants and location of the participants (in kitchen or in hall or camp kitchen) Depending on the age of the young person, the cooking area may be out of bounds/require supervision.	
Hazard - allergies	All	Parents to be reminded to complete personal details on OSM and record any allergies Leaders to check OSM for allergies and ensure appropriate safeguards are carried out (if severe allergies then particular foods may be forbidden)	
Hazard - uncooked food	All	Adult supervision of food preparation/cooking as age appropriate. Chopping boards to be kept separate according to food (raw/cooked etc). Good washing up and hygiene.	
Hazard - Tables and chairs (and other obstructions) –	All	Leaders and Young Leaders to oversee the setting up and moving of tables and chairs (as age appropriate). Good stable surfaces. Tables to be carried by two people at a time (if needed). Chairs to be stacked away in appropriate storage area when not in use	

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### 3<sup>rd</sup> Esher Risk Assessment

		Leaders to assist with stacking / unstacking of chairs (age appropriate). If appropriate Tables and chairs to be set out at the start of the meeting based on the needs of the evening's activities, and pushed against the walls until needed.	
Hazard - kitchen on camp		Young Persons to only enter the kitchen when under appropriate supervision from adults and be supervised if using equipment (according to age/ability). Kettles/saucepans to be kept away from edge when in use and care taken when pouring/serving. Knives to be stored away when not in use. When washing up, care is taken - Knives to be dried immediately and returned to the storage container. Matches and lighters to be stored away in appropriate container. No running allowed in kitchen. Equipment/food to be stored away to keep kitchen as clear as possible	
Hazard - Kitchen - inside	All	Young Persons to only enter the kitchen when under appropriate supervision from adults and be supervised if using equipment (according to age/ability). Microwaves/Cooker/Kettles to be left switched off at plug when not in use. Use appliances close to sockets where possible. Kettles to be kept away from edge when in use and care taken when pouring. Knives to be stored in drawers when not in use. When stored tips of knives should point towards the wall. When washing up, care is taken - Knives to be dried immediately and returned to the drawer. Matches and lighters to be stored away in top cupboards	
Hazard - Meths Trangia or Gas Stoves	All	Young Persons to be given safety briefing on using meths in trangia or gas stoves before activity starts - (no extra meths to be added to lit meths, instruction on how to close off flames, No cooking in tents, water nearby). Instruction on how to set up and use Trangia/gas stoves and carrying/use of fuel. Adult supervision as age appropriate for the activity	

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### 3<sup>rd</sup> Esher Risk Assessment

Hazard Gas trangia/burners	All	Young Persons to be given safety briefing on using gas in trangia burners before activity starts - (lighting gaz, instruction on closing off flames, no cooking in tents, water nearby). Instruction on setting up trangia/burner. Adult supervision as age appropriate for activity	
Hazard – altar fire or BBQ cooking		To be read in conjunction with separate fire risk assessments Supervision as age appropriate. Safety briefing on using altar fire/BBQ. Water bucket to be sited close by. Appropriate utensils to be used. Altar fire/BBQ not to be moved whilst/still hot.	

**Review due:**

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# Risk Assessment

<b>Name of activity/ event/ location</b>	Hiking/Expeditions	<b>Date of risk assessment</b>	July 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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.	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.
Hazard - extreme weather Risk - hypothermia/Sunstroke	Leaders/ Explorers	Supervision by competent person. Check weather forecast before setting off. Briefing prior to activity – suitable kit including boots, first aid kit. Appropriate clothing to be used/available - wet/cold weather gear/warm clothing. Hot weather – sun cream, hat. At least 2 litres of water to be carried (all day hike). To be checked before setting off. Regularly check group for signs of cold, tiredness or hypothermia	
Hazard - Uneven/wet/slippery terrain – Steep, Craggy Boulder strewn, Gullies Frozen Risk - falling injuring themselves/death	Leaders/ Explorers	Concentrate and characterise the character and quality of the terrain ahead. Adopt suitable pace and select route to minimise risk of injury. Provide spotting & support to prevent slips. Minimum of 4 explorers in group. Training in what to do in the case of emergency (first aid/one to stay with injured/two to go for help (if no mobile coverage available), write down grid reference before leaving/use tent/survival shelter/get out of wet clothing) Personal first aid kits to be carried by all individuals. Walking boots to be worn. Check before leaving for hike	
Swollen watercourse leading to water injury, hypothermia, drowning	Participants	Route planning. Weather forecast. Identify alternative route to avoid swollen water course (may require ascent to higher ground) Locate safe ford point. Briefing on fording technique with demonstration & practice. NB. Boots to be kept on during river fording.	

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## Risk Assessment

<p>Hazard - getting lost Risk - Unable to find way to meeting point</p>	<p>Leaders/ Explorers</p>	<p>Emergency rations to be carried on unescorted hikes. Tracking devices considered. Pre-planned route to be carried and provided to leaders and keep in touch coordinator. Compass and maps to be carried. Emergency phone/whistle per group. Emergency shelter or tent carried. Discussions in preplanning meeting of escape routes to civilisation. Appropriate training prior to hike. Leaders to have appropriate qualification for terrain (Mountain leader if required). Briefing &amp; respect POR regarding group size &amp; ratios. Keep close contact. Maintain a realistic pace. Place less experienced members in the middle of the group</p>	<p>Horseplay - activity to cease if participants are unmanageable.</p>
<p>Hazard – traffic and driving Risk - getting knocked down by vehicle/death</p>	<p>Leaders Explorers</p>	<p>Route to avoid roads where possible, footbridges/pedestrian crossing to be used. Hi vis/fluorescent covering for backpacks to be used. Pretraining to include road safety. Check weather and freeze/ice level on roads. Proceed slowly &amp; in low gear. Anticipation &amp; gentle braking. Take bends slowly. Take regular breaks on long journeys. Two adults in vehicle to allow driver to focus on driving. Ensure at least 2 drivers available for journeys &gt;3 hours. Good vehicle maintenance.</p>	
<p>Hazard - cooking equipment/fuel Risk - burns and scolds</p>	<p>Explorers</p>	<p>Pretraining to include correct usage of cooking equipment and first aid. Water bucket for any fires.</p>	
<p>Hazard - food Risk - food poisoning/allergies</p>	<p>Explorers</p>	<p>Pretraining to include suitable foods to carry (no raw meat). Prior to hike/expedition food allergies to be discussed with group and not taken on event (eg nuts)</p>	
<p><b>Review due:</b> A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</p>			

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# Risk Assessment

<b>Name of activity/ event/ location</b>	Using knives for whittling	<b>Date of risk assessment</b>	2 May 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.	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.
Hazard - Incorrect/unsafe use of knives Risk - Injury/death	Leaders/young person/adult helpers	Leader to carry out a safety briefing on the correct use of knives Young persons to be seated 2 metres apart when using knives. Good technique to be used at all times.	If group unmanageable activity will cease. If a young person persistently injures themselves they will not be allowed to continue activity.
Hazard - blunt knives Risk - injury	Leaders/young person/adult helpers	All knives to be inspected before use to ensure blades are sharp and handles are not loose.	
Hazard - unauthorised use of knives Risk - injury/death	Leaders/young person/adult helpers	All knives to be kept under the control of the leader in charge. Knives to be replaced into locked box after activity. Knife box to be locked away after activity.	

**Review due:**

A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

# Risk Assessment

<b>Name of activity/ event/ location</b>	Travel by minibus/car	<b>Date of risk assessment</b>	23/78/2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.	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.
Hazard -Seatbelts Risk - seatbelt not being used and an accident happening	All	All travellers must agree to wearing a seatbelt. A check is performed to ensure that they are wearing a seatbelt. All vehicles must have seat belts fitted.Drivers must have correct permission to drive minibus/car on licence.	
Hazard - Minibus/car breakdown Risk - Breakdown on busy motorway/road	All	Minibus/car to be kept roadworthy/serviced and MOT - hired from a reputable buisness. . Breakdown service provided for minibus Perform a visual inspection prior to departure. If minibus/car breaks down everyone to safely exit minibus/car on verge side and get as far away from road as possible and wait for assistance.	
Hazard - tiredness Risk - accident - injury/death	All	Break the drive every two hours. Ensure drivers are well rested. Start time for the event is neither too early or too late to try and ensure that drivers are well rested. If in convoy drivers to advise convoy leader if they feel tired so a rest break can be undertaken. Drive time factors in rest breaks.	
Hazard - Insurance risk Risk - vehicle not appropriately insured	All	All vehicles utilised for Scouting (including trailers) must have current comprehensive insurance. Confirm with drivers that this is the case. If in doubt ask to see insurance coverage. If this is not provided then don't use.	

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## Risk Assessment

Hazard - Forget someone Risk - someone is left behind - injury/death	All	Ensure all OSM register completed. Create list of transporters and assign young people to particular vehicles and perform a head count before leaving, at any scheduled stops and on arrival. Also do the same for the return leg of the journey. Need to ensure that OSM attendee list includes details of adults as well as Young People.	
Hazard - licensed drivers Risk - drivers not licensed and therefore not competent	All	Check that drivers are licenced. If driving minibus drivers must have correct permission to allow them to drive minibus. Record down licence details.	
Hazard - Getting lost Risk - Not arriving at venue	All	Check all drivers have the address of the venue and means to navigate themselves (map, sat nav or google maps). Ensure all vehicles have a fully charged mobile phone with sufficient credit.	
Hazard - distraction Risk - accident - injury/death	All	Ensure that passengers are briefed before the trip. Knowing where we are going (map provided) and having appropriate stops. If different passengers are causing distractions they can be seperated. Worst case is that parents can be asked to pick up their children. Organising activities, games, music etc minimises risk of passengers becoming distracted. Have a navigator/adult in the car/minibus to control passengers. Ensure car/minibus is not overcrowded. Break every 2 hours.	
<p><b>Review due:</b> A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</p>			

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## Risk assessment

Name of activity, event, and location	Summer Camp Outdoor Activities General	Date of risk assessment	July 2022	Name of person doing this risk assessment	Andrew Burns
		Date of next review			

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?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> 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.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<b>Roads and traffic:</b> injuries from collisions between vehicles and people	Young people, leaders	<p>We don't plan to interact with traffic or roads.</p> <p>We will use the gated area next to our meeting place or the field next door.</p> <p>We will finish activities and return to our meeting place 15 minutes before the session ends so we don't interact with parents and carers arriving in cars.</p>	
<b>Weather:</b> rain before and during the activity, hot weather causing heat exhaustion or sun stroke.	Young people, leaders	<p>The leader will monitor the weather forecast in advance. If heavy rain's forecast, we'll plan an alternative activity. The leader will check weather before the meeting starts.</p> <p>Leaders will advise participants on suitable clothing to wear and carry (including sun protection and waterproofs). Everyone will bring a filled water bottle.</p> <p>Leaders will check that everyone's suitably equipped at the start of the meeting and have a few spare items available. Leaders will monitor young people and return to our meeting place if it gets too hot or the weather deteriorates.</p>	
<b>Terrain:</b> uneven ground, branches, nettles, and so on.	Young people, leaders	<p>Leaders will check the outdoor spaces and make sure that the surfaces suit the planned activities and are free of obstacles that may cause hazards.</p> <p>Leaders will advise participants on suitable footwear and check everyone's footwear at the start. Leaders will encourage everyone to wear long trousers if there are concerns over foliage or ticks. Leaders will brief young people on behaviour in the environment, including avoiding brambles, nettles, and so on. All leaders will carry first aid kits.</p>	
<b>Security:</b> lost children and so on.	Young people	<p>Leaders will set clear boundaries with all present.</p> <p>Leaders will close the gate to our grounds if we're only using this area.</p> <p>Leaders will monitor young people and make sure no one wanders off.</p> <p>Leaders will do regular head counts.</p> <p>We will have a lost child plan in place and follow it if needed.</p>	

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

# Risk Assessment

Name of activity/ event/ location	Pioneering	Date of risk assessment	January 2022	Name of who undertook this risk assessment	Andrew Burns
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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?
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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>	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>Hazard - Nature of terrain, Risk - slips, trips, and falls –personal injuries, sprains and strains.</p>	All	<p>Check for natural hazards in the build area. Consider moving this activity to another area if needed. Make sure everyone’s wearing suitable footwear. Assess the weather risk before and during the session.</p>	
<p>Hazard -Handling equipment – Risk – Injury strains and so on.</p>	All	<p>Plan the structure before you start building. Follow the plan. Check that the project you’re planning and the type of equipment you’ll use are appropriate for the age of the young people. Have sufficient adult helpers available.</p>	
<p>Hazard - Construction and dismantling Risk - Injury–fingers, feet, or other body parts trapped between or under poles.</p> <p>Hazard - Pioneering equipment, using tools, natural materials, ropes Risk –personal injuries, rope burns, cuts,</p>	All	<p>Make sure the activity lead is competent. Give all participants appropriate training before starting the build. Give everyone participating in the activity a safety briefing. Supervised young people at all times. Leaders to remain vigilant. Consider participants’ personal circumstances and any reasonable adjustments you may need to make. Assess and advise young people carrying, lifting and storing pioneering equipment. Make sure that young people know how to carry, lift, and store pioneering equipment safely.</p>	

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## Risk Assessment

<p>bruises, abrasions, puncture wounds, eye damage.</p> <p>Lifting heavy items—back or other muscular injuries.</p>		<p>Teach young people to carry, lift, and store pioneering equipment?</p> <p>Check equipment before use. Report any damaged or faulty equipment.</p> <p>Make PPE available if the activity leader thinks it's necessary. Using thick gloves while handling poles is good practice.</p>	
<p>Structures collapsing – crush injuries, lacerations, and fractures.</p> <p>Impact with pioneering equipment – crush injuries, lacerations and fractures.</p>	<p>All</p>	<p>Closely supervise structures while being constructed and dismantled.</p> <p>Check how the weather affects structures, for example, wet ropes causing stretching or tightening.</p> <p>Supervise young people and check using the correct knots and lashings.</p> <p>Limit the load you put on the structure.</p> <p>Undo the main supports last when dismantling a structure.</p>	
<p><b>Review due:</b>  <i>A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</i></p>			

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# Risk Assessment

<b>Name of activity/ event/ location</b>	Summer Camp – general RA	<b>Date of risk assessment</b>	July 2022	<b>Name of who undertook this risk assessment</b>	Andrew Burns
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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>	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.
Hazard - travelling to campsite by car/minibus	All	A separate risk assessment has been produced for this risk and mitigations as set out in that document should be followed	
Hazard - Carrying equipment to campsite from vehicle Risk - straining muscles	All	Do not lift heavy objects where possible break down the load or lift in pairs - use trolleys on site where possible. Stop lifting if pain or discomfort is experienced.	
Hazard - setting up tents Risk - tent collapsing	Young persons	No running to be allowed around the tents. Ensure tents erected on flat and level ground where possible. Competent adult to check tent erecting skills of young persons Guy ropes to be tensioned and checked daily.	
Hazard - fire	All	No fires to be allowed in or near sleeping tents. See separate risk assessment produced for this risk and mitigations as set out in that document are to be followed.	
Hazard - Cooking on camp	All	Danger of fires and burns. Fire can be predicted by poor management of cooking and 'open fires'. Electrical equipment and flying debris can also instigate fires. Ensure all cooking is in appropriate areas. All gas cylinder's not in use to be stored away from camp. Those cylinders in use must be connected/stored outdoors. All gases hoses and connections to be checked daily. Open fire – away from camp and downwind of tents. Adult and	

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## Risk Assessment

		<p>child smoking is a risk to be monitored. Burns and first aid kits in fire/cooking areas.'</p> <p>Trained first aider to be available at all times and first aid kit.</p> <p>Ensure tents are appropriately spaced</p> <p>Cooking area (gas/petrol) to have specific fire extinguishers available AND fire blanket. Daily checks to gas hoses. Ensure all fires are properly out when extinguished. Open fires 20ft from any other tent and marked off. Open raised fires to be in appropriate container and checked for stability</p>	
Hazard - food poisoning/allergies	All	<p>Hand hygiene is easily monitored and checked. Food storage and preparation to be checked and monitored. Avoid 'over' purchasing food. Any persons displaying signs of food poisoning ARE NOT to handle or prepare food for others. And should be monitored for 'worsening'. First aider to monitor hydration and 'salts'.</p> <p>Store food – Frozen -20c, chilled -5c, dry stores – to be dry! All containers closed when not in use. All food to be raised off the floor. Defrosting of foods to be on trays. Raw meats BELOW cooked meats. All washing to be in clean fresh water. All utensils and preparation areas to be cleaned with clean HOT water prior to use. Hot weather will decrease the lifespan of food and create problems with storage – minimise food on site.</p> <p>Leader to check medical information and confirm with parents that no allergies exist. If allergies are recorded these foods should be avoided if possible or separate food to be provided if not.</p>	
Hazard - infection	All	<p>Medical attention as required. Fresh water and hand washing facilities to be provided. Leaders ensure all campers regularly wash their hands in particular after visiting the toilet and before cooking and eating. Hands washed at conclusion of the event and between activities.</p>	

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## Risk Assessment

Hazard - animals Risk injury by roaming animal	All	Scouts reminded not to approach stray animals or to enter fields with animals in without the agreement of an adult.	
Hazard - chemicals/hazardous materials Risk -injury/death	All	Scouts instructed not to approach unknown containers and cleaning products etc to be stored away. If anyone comes into contact with substances; wear PPE, If required seek medical attention immediately. Record details of any substances, location, and label information	
Hazard - Adverse weather Risk - hypothermia or Sunstroke	All	Adverse weather can cause and aggravate health conditions. Ensure a covered meeting area is available, and criteria for event cessation. Observe weather reports and consider if appropriate to continue. Ensure protective / Appropriate clothing is worn - kit list to include clothing appropriate for hot and cold/wet weather	
Hazard - dehydration	All	Ensure water locations are known and portable water supplies are available. Ensure everyone is hydrated / drunk drinks prior to event	
Hazard - Steep slopes and adverse inclines/drops	All	Observe signposting, observe weather as this will affect surfaces, beware instability indicators – precipices, etc. Ensure suitable footwear is worn, observation and medical treatment. Ensure maps are available	
Hazard - Child protection	All	All supervising adults to be aware of Child protection issues and be DBS checked. No child to sleep in same tent as adult Ensure 2 adults present at all times Children to be discharged only upon sight of parent/guardian or if prearranged to another person.	
Hazard - injuries requiring medical attention	All	First aid kit to be available and qualified first aiders on camp Young persons/adults to be taken to A&E if required	

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## Risk Assessment

Risk Injury			
Hazard - losing a young person Risk - injury/death	Young persons	A full head count is being performed at before leaving for an activity, when at the activity and each meal time. Head counts should be carried out at bed time also. Scouts to be made aware of responsibilities of notification to a responsible adult when leaving camp area – e.g. toilets etc. Appropriate ratio of adults to young persons according to age to be available.	
Hazard - Night time	All	At night the lighting will be limited (moonlight) or totally dark. This will cause unique risks to trip hazards from guy rope, equipment, and getting lost. Movements in pairs as necessary. Restrict movements, mark all hazards. Ensure everyone is familiar with site layout and where toilets, water, leader etc. are located before dark. Torches to be used. Dangerous areas should be marked and isolated where possible	
Hazard - Carbon monoxide Risk - death		Smoke and Carbon monoxide can be deadly, quick and silent killers especially in enclosed spaces. Night time can be particularly dangerous - No fires or open flame heating in enclosed spaces. Including BBQs. All fires to be away from tents. Careful consideration to changing wind patterns. Ensure all fires are properly out when extinguished	
Hazard - free time		A separate risk assessment has been produced for this risk and mitigations as set out in that document should be followed	
Hazard leader/young persons falling ill Risk -		Ensure site survey and area is familiar to all supervising adults. Emergency contact details to be available and procedure confirmed.	

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## Risk Assessment

**Review due:**

A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.