

Risk assessment

Name of activity, event, and location	Hirers and users of 2nd Marlborough Hut and grounds	Date of risk assessment	23/06/24	Name of person doing this risk assessment	Ken McDougall (GSL)
		Date of next review	12 months		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
<p>• smoke inhalation or burns</p>	Leaders, visitors, Young Leaders, Scouts	<p>Smoke: use dry wood, check wind direction, stand people out of smoke direction.</p> <p>Burns: stay a safe distance from fire, place extra wood on carefully, teach Scouts good practice around fires, have a burns first aid kit easily available. Water buckets or hose to be on standby, if fire gets out of control</p> <p>Advise YP to turn scarf around or remove, no items to be placed and removed from the fire by YPs</p> <p>Fires must be completely extinguished by the Leader in charge (or deputised person) completely at end of activity and not left to smoulder.</p>	
<p>External Activities</p> <p>Mistakes during activities- Additional consequences of unknown actions, especially if late or after dark.</p> <p>Illness, exhaustion, injury</p>	Young People Leaders	<p>Confirm suitable qualified persons are controlling or supervising the activities with the necessary Permits / skills and YPs have the physical capabilities.</p> <p>Make sure all are aware of emergency equipment and communication with event organisers or is adequately monitored.</p> <p>Carry out a familiarisation of the premises and area, to show Fire assembly points and</p> <p>Check YP have correct kit/drinks/food before they begin. Full kit list given well in advance, kit checked on day.</p>	

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

UKHQ template published January 2023

Risk assessment

<p>Roads and traffic – injuries from collisions between vehicles and people</p>	<p>Young People Leaders</p>	<p>Choose a route with minimal use of roads without a footpath and avoiding busy main roads where possible Brief young people on safety around roads and expected behaviour. Be aware of suitable crossing places, make YP aware of them Adults directly supervise crossing if necessary (one on each side of the crossing point). Walk single file when on a road, on correct side of road for group size</p>	
<p>Weather Illness, injury, stranded group, sunburn, heatstroke, exposure Hypo/hyperthermia</p>	<p>Young People Leaders</p>	<p>Monitor weather forecast in advance, if inappropriate weather (e.g. Heavy rain/ heatwave) forecast then turn to contingency plan Advise participants on suitable clothing to wear and carry (including sun protection and waterproofs). Kit check to ensure they have appropriate kit Tell everyone to bring a filled water bottle and/or hot flask. Have planned rest/refill stops if necessary (e.g. on hot days) Check everyone's suitably equipped at the start of the hike and have some spare equipment available. Review route before and during the hike considering weather conditions, for example, if it's too hot or wet to continue. Make sure routes have escape routes or alternatives.</p>	
<p>Crush injury YP being hit or crushed by cars</p>	<p>Young People</p>	<p>Only Leaders and Parent helpers to use car park and should be parked before YP start to arrive, anyone else need to use carpark should inform Leaders so they can make arrangements to control YP and maintain segregation. If YPs are using garden area, Gate should be closed, to stop cars from entering car park .</p>	
<p>Behaviour Inappropriate behaviour leading to accidents or anti-social incidents</p>	<p>Young People</p>	<p>Clear expectations to be given to YP at start of the walk Section code of conduct to be followed Additional advice given to YP about Countryside Code, trespass, littering Supervision carefully planned to enable reasonable monitoring of YP Leader in charge to monitor behaviour and change plan if behaviour of individuals or group becomes anti-social or detrimental to safety.</p>	

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

UKHQ template published January 2023

Risk assessment

<p>Kitchen Burns from cooker Scolding from kettle Cuts from sharp knives Food poisoning</p>	<p>Young People Leaders</p>	<p>Cooking must be carried out under supervision, this will vary for different age ranges. No unsupervised use of cooker, microwave or kettle Knives are to be used under supervision, must be cleaned, and returned to draw after use. YPs to be shown basic hygiene, hands to be washed and surfaces before cooking Fridge to be checked every 2 weeks to remove unused food and cleaned if required Cooker and hob to be turned off when not in use</p>	
<p>Toilets</p>	<p>All</p>	<p>YP will inform leaders when using toilet, this is to make sure location is known. Leaders and Hirers to check toilets at beginning and end of session. Please clean any issues and report any faults to the maintenance team Cleaning products are stored in the cleaners cupboard, these are to be locked away in cupboard after use. To avoid children access them and potential ingestion</p>	
<p>Fire in building Burns or smoke inhalation</p>	<p>All</p>	<p>Smoke detectors to be inspected every 3 months Sections to carry out fire drill and record on the register Hirers are to make sure all users are aware of Fire drill and assembly point Fire blanket is locked in the kitchen, this is only to be used for small cooker fires or similar fires. If in doubt leave the fire and evacuate the building (people are more important than the building) Fire extinguishers are checked annually by Fire brigade, these are only to be used for small fires. If in doubt leave fire and evacuate the building and call fire brigade (999)</p>	
<p>Electricity and use of electrical appliances Electric shock / fire</p>	<p>All</p>	<p>Should only use Portable Appliance Tested items, this is to make sure they are in correct working order and safe (insulated) to avoid fault and injury</p>	

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

UKHQ template published January 2023

Risk assessment

--	--	--	--

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.