

Risk Assessment

Name of activity/ event/ location	25 th Camberwell Cubs & Scouts - TBSG Scout Headquarters Based Activities	Date of risk assessment	03/10/20 Reviewed 27/8/21	Name of who undertook this risk assessment	Original by Dylan Lindsay Reviewed & updated by Ed Foreman, Zoe Crow & Andrew Storey
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Activity	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?
For all activities indoors and outdoors at HQ (General)	Slips, Trips & Falls	All	Youngsters to be alerted to the environment. e.g. uneven ground outside, staircases indoors No running except during organised activities No climbing trees etc Youngsters to be supervised during activities	Ensure all leaders are responsible for activities Brief youngsters appropriately Accident forms to be completed
	Tables and chairs (and other obstructions)	All	Leaders and Young Leaders oversee setting up and moving tables and chairs. No one carries tables alone – at least two people carry each tables	
	Hygiene	All	Food hygiene - no fresh food to be left in cupboards Fridge & ovens to be cleaned thoroughly All bins to be emptied regularly Sinks to be kept clean and washing up put away	Leader in charge must make sure these measures are observed
	Security	All	Regular head counts should be taken Only identified Youngsters to be let in via remote door access Suspicious activity by unknown people to be challenged Cubs to be collected from HQ room by Parents Leaders to ensure key safe & all doors locked on departure	Leader in charge must make sure these measures are observed

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	Manual Handling	All	All leaders to be instructed on how to lift properly All youngsters to be supervised when lifting objects Any ladder use to be properly supervised	Leaders in charge to ensure that correct lifting posture is used and that youngster do not lift any item too heavy for them If items are heavy use 2 people to lift them
	Equipment	All	Youngsters to be reminded of additional risks for particular equipment (e.g. pioneering poles to be carried by both ends) Ensure training on use given if needed (e.g. stoves)	Leaders to consider risks for specific activity and to check regularly
	Dangerous items (knives, cleaning fluids etc)	All	To be kept in allocated safe places(e.g. locked cupboard) except when in use Adults or Young Leaders supervise young people when they're using sharp items – at least one adult or Young Leader for each group. Leaders brief young people on using the sharp item safely before they use it.	Leaders to check regularly
	Traffic – injuries from collisions between vehicles and people.	All	Brief parents and carers on safe arrival and departure process. Brief young people of safety in the car park.	
	Behaviour – risk of overexcitement, especially at the start and end of the meeting.	All	Everyone should follow the section code of conduct that sets clear expectations of behaviour for each activity	

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Outdoor Activities at HQ (General)	Weather	All	<p>The leader will monitor the weather forecast in advance. If heavy rain's forecast, we'll plan an alternative activity.</p> <p>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.</p> <p>Leaders will monitor young people and return to our meeting place if it gets too hot or the weather deteriorates.</p>	Leaders to review
	Terrain	All	<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.</p> <p>Leaders will encourage everyone to wear long trousers if there are concerns over foliage or ticks.</p> <p>Leaders will brief young people on behaviour in the environment, including avoiding brambles, nettles, and so on.</p>	
	Security	All	<p>Leaders will set clear boundaries with all present.</p> <p>Leaders will monitor young people and make sure no one wanders off.</p> <p>Leaders will do regular head counts.</p> <p>Leaders are familiar with what to do if a young person goes missing.</p>	
Cooking	Cooking equipment	All	<p>Check cooking equipment is in good enough condition, appropriate for the planned activity, and is the right the size for everyone taking part.</p> <p>Leaders consider which parts of the activity need to be done by adults, or with close supervision.</p> <p>Make sure there's enough space between participants. Think about their location in the kitchen or main hall.</p>	Leaders to check equipment regularly.

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			<p>Make sure there is good ventilation</p> <p>Fire drums to be used outside</p>	
	Heat sources – burns from mistakes or misuse.	All	<p>Adults or Young Leaders supervise young people when using hot items (such as ovens, stoves, candles, and fires) – at least one adult or Young Leader for each group.</p> <p>Leaders brief young people on using the heat sources safely before they use them.</p>	
	Cables and electricity – trips, falls, or electrocution from mistakes or misuse.	All	<p>Use appliances close to sockets where possible.</p> <p>Cover and identify trailing cables where possible.</p> <p>No liquids near electrical items where possible.</p> <p>Leaders supervise use of electrical items.</p>	
Pioneering Activities	<p>Construction and dismantling – fingers, feet, or other body parts trapped between or under poles.</p> <p>Pioneering equipment, using tools, natural materials, ropes – personal injuries, rope burns, cuts, bruises, abrasions, puncture wounds, eye damage.</p>	All	<p>Make sure the activity lead is competent.</p> <p>Give all participants appropriate training.</p> <p>Give everyone participating in the activity a safety briefing.</p> <p>Supervised young people at all times.</p> <p>Consider participants' personal circumstances and any reasonable adjustments you may need to make.</p> <p>Assess and advise young people carrying, lifting and storing pioneering equipment.</p> <p>Make sure that young people know how to carry, lift, and store pioneering equipment?</p>	

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	Lifting heavy items – back or other muscular injuries.		<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>	All	<p>Closely supervise structures while they're 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 they're using the correct knots and lashings.</p> <p>Limit the load you put on the structure.</p> <p>Undo the main supports last when you're dismantling a structure.</p>	
	Fall from height – personal injuries, lacerations, and fractures.	All	<p>Fully brief all participants who will be above one meter off the ground.</p> <p>Use spotters when participants are off the ground.</p> <p>Undo the main supports last when you're dismantling a structure.</p>	
	Emergency aid.	Leaders	Make sure a qualified first aider is present throughout the activity.	

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			Make sure a first aid kit is on site during the activity.	
Active Games	Tables and chairs (and other obstructions): collisions with obstacles or tripping on them causing injuries to people.	Players	Move chairs and tables out of playing area and store them in the committee room. Work with Patrol Leaders to organise moving items at the beginning of the game.	
	Other players: collisions, tripping up, grabbing others or their clothing.	Players	Make sure that the rules of the game restrict or prohibit contact. Ensure that there is enough space for all young people to play safely.	
	Doors: collisions with doors causing injuries to people.	Players	Close all doors (including store cupboard) and windows where possible to make sure there aren't any additional obstacles.	
Fire building	Rough wood – risk of splinters or blisters from handling.	All	Leaders should tell everyone to take care when cutting or snapping wood. Everyone should wear strong gloves if they can.	
	Sharp items (saws, axes, and knives) – risk of injuries from mistakes or misuse.	All	Leaders should give young people information and training before they use sharp items. Leaders should supervise young people and continue to assess their competence. There should be at least one adult or Young Leader for each group. Leaders should count out the sharp items and be clear on how many are being used. Leaders should count the sharp items back in to make sure they're all returned. Leaders should make sure items are masked (have their blade covered) and stored safely between uses.	
	Axe and saw – risk of injury to non-participants or observers.	All	Leaders should create a safe cutting area (check guidance for safe size and distances).	

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	Heat sources – risk of burns from mistakes or misuse.	All	<p>Leaders should supervise young people when they're using hot items (such as ovens, stoves, candles, and fires). There should be at least one adult or Young Leader with each group.</p> <p>Everyone should use heat sources in a defined area to restrict access. Leaders should brief young people on the safe use of the heat sources before they use them.</p> <p>Leaders should brief young people on possible dangers of firelighting. Leaders should explain the rules for firelighting including: no picking up burning wood, no throwing objects onto the fire, and hold wood by one end and lower it onto the fire with your fingers near the ground. No one should wear loose clothing around fires – watch out for open coats.</p> <p>Leaders should make sure there is a first aid kit available and that their and leader training is up to date.</p> <p>Leaders should make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible.</p>	
	Fire – risk of uncontrolled spread of fire.	All	<p>Leaders should make sure fire fighting equipment is available. Options include extinguishers, fire buckets, spades, and beaters.</p> <p>Everyone should think about location of their fire. It shouldn't be near tents or directly under low trees that could be damaged. They should also consider wind direction.</p> <p>Everyone should build their fire off the ground on a stable platform when possible.</p>	
	Pollutants from wood – risk of ill health to participants.	All	<p>Everyone should only use natural wood for cooking.</p> <p>Leaders should check the wood from wood pile before the meeting and decide whether it's suitable.</p>	
Crafting Activities	Craft equipment – is it appropriate for the activity?	All present	<p>Check that the tools and equipment provided are in good enough condition, appropriate for the planned activity, and the right size for everyone taking part.</p>	

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			Make sure there's enough space between participants.	
	Sharp items – injuries from mistakes or misuse.	All present	<p>Leaders count out the sharp items and are clear on how many are being used. Leaders count sharp items back in to make sure that all are returned.</p> <p>Adults or Young Leaders supervise young people when they're using sharp items – at least one adult or Young Leader for each group.</p> <p>Leaders brief young people on using the sharp item safely before they use it.</p>	
	Glues and solvents – inhalation or injuries from mistakes or misuse.	All present	<p>Ventilate the area appropriately during use and consider using outdoors if appropriate.</p> <p>Follow the manufacturer's guidance for use.</p> <p>Collect leftover glue, solvents, and other chemicals at the end of the activity.</p> <p>Adults or Young Leaders supervise young people when they're using solvents and glues – at least one adult or Young Leader for each group.</p> <p>Leaders brief young people on using the chemicals safely before use.</p>	

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