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| **Name of activity, event, and location** | **1st Anytown Scout Group**  **Operating alone / Lone adult** | **Date of risk assessment** | **21 October 2021** | **Name of person doing this risk assessment** | **A Leader**  **(working with others)** |
| **Date of next review** | **21 October 2022 -**  **or with significant change to activity or conditions** |

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| **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?** |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that 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.  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 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. |
| **General**  A quick sense check before you start | Individual | Do you need to be there on your own – can this task wait until someone else can help you?  Why is it urgent?  There is addition guidance on [lone working within Scouting](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/lone-working-within-scouting/) to help.  **Think about…**  What will you do if you have an accident – can you raise the alarm?  How long will it be before somebody realises you are missing?  How long will you have to wait for help? |  |
| **Fire –**  Entrapment, burns | Individual | Be aware of areas of risk – see the fire risk assessment which will highlight these.  For instance, how would your attention be drawn to the presence of a fire? Are there smoke alarms?  Check the escape routes from the area used and ensure these are clear and no locked or obstructed exits.  Further info on [fire safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/fire-safety/) |  |
| **Strangers -**  Theft, assault | Individual | Let someone else know that you are there alone, giving them an idea of how long you expect to be. If you have a mobile phone keep it on you.  Apply this to overnight trips or camps too if alone.  Perhaps you can tell the warden on a campsite – or it may only be to leave details with a local shop, pub or such.  If at a building, shut / lock the door on your way in to prevent strangers following, if practical.  If you are meeting someone such as a new contractor at an HQ, can you arrange for another person to join you? Maintain a route to exit the building if necessary. If you are uncomfortable about it, call someone.  [Suzy Lamplugh Trust](https://www.suzylamplugh.org/pages/category/personal-safety-and-lone-working) are a recognised authority on this guidance. |  |
| **Slips, Trips & Falls** | Individual | In general, these should be covered in your activity/task risk assessment, but consider here what would happen if someone working on their own was hurt. How would they summon help?  What can be done to prevent slips, trips or falls?  Check that the activity/task area is clear of objects likely to cause an increased risk of tripping or slipping or cause injury if someone falls on them. |  |
| **Manual handling** | Individual | Consider carefully what can be moved safely by only one person. If in doubt arrange to do it later with others.  Use the principles of L.I.T.E. –  ***Load***(How heavy is it? Is it unwieldy?)  ***Individual***(Can the individual doing the task comfortably do it?)  ***Task***(What are they actually going to do? Can it be done by one person? Are they moving a load from or to a high place? Lots of moving?)  ***Environment*** (Does the weather make it more difficult? Are there doors that need to be opened?) Thinking about it in this way will help you plan any moving or lifting to do it in a safe way. Is it appropriate for someone to do it on their own?  Some extra guidance [here.](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/general-information/general-information-on-managing-your-premises/lifting-and-carrying/) |  |
| **Maintenance tasks** | Individual | Co-ordinate and agree with the person that oversees the premises management to understand any hazards that may be present – seen or unseen.  Can the job be done safely by only one person?  Make sure you are aware of any areas you must not access such as lofts, access to areas with asbestos containing amterials, or any hidden pipes or wiring.  Make sure others know what task you are there to carry out. |  |
| **Tasks at height** | Individual | Can the item be brought to ground level before the task?  Lofts / attics – you may have a rule at your HQ that access can only be done when there is more than one person present.  Make sure that any access used – ladders, steps platforms – is in good condition and stable.  Can you get to items/tasks without overstretching and maintaining balance? If not…don’t! |  |
| **Existing health issues** | Individual | Does anyone who might be working on their own have any underlying health issues that leaves them at greater risk being on their own?  Can they be managed to reduce this?  Keep a mobile phone to hand. |  |
| **Venue away from HQ:**  Getting to and from | Individual | Consider the safest way to be at the venue.  Consider terrain, traffic, weather, time of day etc.  Make sure someone else knows where you are going and when you are expected to return.  If the Group mini bus is being used, is it well maintained? Is there a check carried out to ensure the tyres are ok, water in the washer bottle, adequate fuel etc.?  If it’s a meeting with someone new that you don’t know, arrange it in a place where others will be, like a café or a Scout HQ when others have a meeting. |  |
| **Incident management** | All | Have an appropriate first aid kit easily available and a means for calling for help. |  |
| Equipment Specific risks: |  |  |  |
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| **This risk assessment does not cover the specifics of the activity or task being undertaken. A separate assessment must be carried out for that.** | | | |