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| **Name of activity, event, and location** | **1st Anytown Scouts – Indoor nights away - example risk assessment**  Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings. | **Date of risk assessment** | **01.03.2023** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **01.03.2024**  **(or before each event if sooner)** |

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| **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? |
| **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,  leaders,  visitors | **Controls** 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. | 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. |
| **Site features –**  Risk of injuries from:  Natural features  Plant & equipment | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes, car parks.  Be aware of maintenance areas, machinery etc.and warn young people.  Be clear on arrival if any areas are out of bounds to young people when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific.  Indoors – Check smoke and [carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) detectors are working.  Electrics – visual check there are no bare wires and sockets are not overloaded.  Discuss immediately with site management if problems found. |  |
| **Water & Waste –**  Infection & vermin | All present | Is there an appropriate source of fresh, drinkable water – is the tap water suitable for drinking?  What facility is in place for disposal of rubbish, waste fluids and food? |  |
| **Toilets & showers -**  Safeguarding issues,  Waterborne disease | Young people and leaders | Ensure tioilet facilities provide appropriate use by dividing sexes and adults/YP as much as possible.  Provide appropriate disposal for feminine hygiene products.  Check with the site how they are they adequately managed for the risk of [Legionella](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/)? |  |
| **Vehicles & people**  Risk of collision & injury | All present | Restrict vehicle access to pedestrian areas as much as possible.  YP to carry kit to accommodation. Make more than one trip if needed.  If trolleys provided, ensure YP know how to use them responsibly.  Have designated vehicle management person/team if needed |  |
| **Heavy loads and items** - Back or other injuries to adults and young people | All present | Split equipment loads down to smaller bits if possible.  Supervise YP carrying bigger items – use a trolley if available.  Remind people how to lift and carry safely.  All lifting and dropping of heavy items to be supervised by adults |  |
| **Safe Access and exits** | All present | Make sure all routes and doors used for evacuation are kept clear at all times – both inside and outside (move cars or other obstructions).  Identify suitable assembly point  Brief all to know what the evacuation plans are and practise when you arrive. Consider if any Personal Evacuation Plans are necessary. |  |
| **Doors –**  Access, entrampent | All present | Warn young people & adults about trapping fingers in doors hinges and about closing of doors (particularly younger age groups).  Encourage use of slow door closers or covers on hinges. |  |
| **Trip hazards, Slips** –  Tripping on guy lines and tent pegs, boxes, natural items | Young people and leaders | Instruct and enforce “No running” rules around building.  Keep areas clear of bags, obstructions, sharp items.  Check surfaces for spillages – especially kitchen and bathrooms – and have a plan and equipment for clearing them up. |  |
| **Sleeping facilities -**  Safeguarding issues  Injuries from furniture | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and young people.  Discuss sleeping arrangements for young people with young people and parents to ensure everyone is happy with plans.  YP with specific needs will need to be considered and appropriate arrangements made for them  Brief and monitor behaviour with bunkbeds, and take care of edges (e.g. tables, storage units)  Ensure young people can safely enter and exit their sleeping area (bunk bed, small tent) without coming to or causing harm.  Fire doors should not be propped open.  Ensure there is adequate lighting for young people to safely move around at night. Use night lights if necessary. |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu to suit facilities available. Ensure full prior knowledge of allergies and dietary requirements and that these are met.  Ensure correct storage and handling of food.  Check HQ guidance on [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/)  All to clean hands thoroughly before and after food preparing and before consuming food. |  |
| **Tables –**  Risk of collapse during cooking and activity |  | Check tables are in good repair; properly and safely put up, eg: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable. |  |
| **Cooking –**  hot surfaces  Hot liquids, Cooking fats  Risk of fire /  Burns | Young people and leaders | Ensure kitchen area is safe and hygenic.  Confirm with site management that servicing and compliance of permanent kitchen equipment is up to date.  Keep area clear of obstructions and trip hazards.  YP only to be allowed in kitchen if they are designated to help.  Adult use of kitchen to be established in such a way as to prevent over crowding. Access to some services provided elsewhere/ more conveniently if necessary (eg: hot drink making).  Maintain good ventilation and make use of available extraction.  Ensure fire fighting equipment is in place, team to be familiar with its use and emergency shut off points.  Kitchen first aid kit to be at hand. Event First Aider to be called if first aid required. |  |
| **Personal Hygeine**  Illness, infections | All present | Leaders ensure good hygiene standards and brief YP on the importance of maintaining throughout camp  Wash hands after going to the loo and all field activities and before eating.  Hand washing area set up and regularly maintained by leader team.  Make sure to use clean cooking / eating utensils.  If ticks are likely:  Teach YP not to pull them off and encourage YP to check themselves daily. Instruct and inform parents to thoroughly check for ticks upon the return home and what to do if they find any. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour. Leaders be aware and manage group behaviour.  [Free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) (unstructured activity) should be managed and have some level of supervision as, lack of it, is a frequent cause of incidents. |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | All leaders and helpers to have completed appropriate personal checks and mandatory training.  Event run by a Nights Away Permit holder. Correct permissions for event gained and Risk Assessments logged with DC.  Appropriate child:adult ratios in place at all times. Consideration made of whether extra adult is help needed for the specific event and/or specific child  Ensure all leaders and helpers are aware of level of support needed for younger groups (eg. At meal times).  Adequate rest time and ‘peaceful space’ planned in for leaders. |  |
| **Weather**  Sunstroke, hyperthermia, hypothermia  Injury | Young People,  Leaders, Helpers | Shade and shelter available outside.  Adults to ensure YP are guided and supported to wear appropriate clothing/protection according to weather conditions.  Drinks available at all times. Leaders to ensure YP maintain fluid levels.  Sun cream/hats, full waterproofs/hats/gloves on kit list.  Spare clothes, hats and bedding available.  Contingency plans in place if weather has an adverse effect on activities. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Designated First Aider in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place.  Medication to be stored securely and designated leader to supervise schedule of taking medicines. Emergency medications to be ready to hand (eg epi pens)  Purple Cards issued to all Leaders and Helpers. |  |
| **What other Hazards arising do you need to consider?**  **Never be afraid to stop an activity if it is becoming unsafe!**  This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  There are [Example risk assessments](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/)  to use as a starting point  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. | | | |