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| **Name of activity, event, and location** | **1st Anytown Scout Group - JOTA** | **Date of risk assessment** | **1st April 2023** | **Name of person doing this risk assessment** | **A Leader with support from Radio team** |
| **Date of next review** | **15th October 2023 – prior to JOTA 2023** |

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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,  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*.* |
| **Site features –**  Risk of injuries from: Tripping on guy lines, feeder cables, antenna structures. | All present | Tape off field at the hut so that no-one goes near the antennas, tape off area near main mast to keep people away from the structures.  Entrance and Exit points to be monitored to ensure no YP or non-operators go into the area. |  |
| **Electromagnetic Field Exposure** | All present | Carry out assessment in line with Ofcom guidelines, and ensure taped off area above is in line with the assessment. Assessment to be available for inspection. |  |
| **Electrical Safety** | All | Radio equipment to be properly tested for safety by Bloggs Radio Society (owners / operators), and set up correctly.  Feeder cables and power lines to be secured out of walkways. |  |
| **Camping at JOTA site** | All | Appoint NAP holder and follow Nights away guidelines including NAN and separate risk assessment for DC |  |
| **Tables –**  Risk of collapse during cooking and activity | All | Check tables are properly and safely put up, eg: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable. |  |
| **LPG Gas Bottles** - Gas leak / fire | Leaders | Only to be set up used by competent leaders, outside the HQ to cook breakfast.  To be put away in gas store immediately after use, and prior to start of JOTA session. |  |
| **Cooking –**  hot surfaces  Hot liquids,  Cooking fats  Risk of fire  Burns | Leaders | Mount cooking equipment on safe (non-wobbly) tables outside kitchen door.  Fire blanket and fire extinguisher nearby.  Keep cooking area clear of obstructions and young people.  Pack away as soon as practicable.  First aid kit in hut –call First Aid leader if required. |  |
| **Behaviour** – risk of overexcitement, | All present | Follow the section code of conduct that sets clear expectations of behaviour.  Leaders be aware, monitor and manage group behaviour |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Always ensure leader present whilst JOTA is running to support young people and guest helpers to comply with safeguarding guidance.  Supply and explain yellow card to helpers from radio society. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Suitable first aid cover is in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place |  |
| **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. | | | |