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| **Name of activity, event, and location** | **1st Anytown Scout group - Christmas post drops** | **Date of risk assessment** | **19 October 2023** | **Name of person doing this risk assessment** | **A Leader** |
| **Date of next review** | **19 October 2024 (ahead of next season of postal drops)** |

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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*.* |
| **Brief description of the activity**   * Christmas post distribution and delivery within the local area | | | |
| **Rough ground / uneven floor surface**  Slips, trips and falls | Young people  Leaders  Helpers | Leaders and helpers to monitor pavement/routes for hazards (e.g. oncoming dog walker, kerbstones, potholes, uneven paths or protruding step) and alert/instruct young people around them.  All to bring torches and for them to be used whilst moving over uneven ground. |  |
| **Negative public interaction**  Risk of injury, negative interactions and loss of reputation | Young people  Leaders  Helpers | Brief young people on expected behaviour before start.  Don’t engage in negative interactions with members of the public, walk away instead of escalating. |  |
| **Walking in busy areas, by roads, on pavements**  Injury, lost child, negative interaction with public | Young people  Leaders  Helpers | Brief young people on walking in a group and expected behaviour.  Suitable footwear to be worn, leaders to check before start.  Leaders and helpers allotted to specific small group of young people.  Group to follow the Highway Code and Green Cross Code.  Leaders and helpers to monitor pavement/routes for hazards (e.g. oncoming dog walker, kerbstones, potholes, uneven paths or protruding step) and alert/instruct young people around them. |  |
| **Walking in the dark**  Accident, injury | Young people  Leaders  Helpers | Group to walk, not run, in busy areas and by roads.  Hi Vis to be worn by all participants on top of clothing.  Torches to be used where there are no streetlights. |  |
| **Unfamiliar areas**  Lost child, accidents, inappropriate behaviour | Young people  Leaders  Helpers | Where possible, routes should be walked prior to the actual postal deliveries taking place.  Leaders and helpers with local knowledge and experience of route  Nominated route leader with prior knowledge to instruct others where to go.  Mobiles should be fully charged before starting the postal route. |  |
| **Behaviour**  Risk of overexcitement | Young People  Leaders  Helpers | Clear expectations given to YP and section code of conduct to be followed.  YP in small groups with adult support for interaction with public. |  |
| **Physical Fitness**  Risk of exhaustion | Young People | Adults to monitor YP for signs of over exertion or tiredness. YP to be stood down if necessary, use of In Touch process to facilitate this |  |
| **Winter weather: extreme temps, ice on the ground**  Risk of hypothermia, slips and falls | Young people  Leaders  Helpers | Up to date check of weather forecast before event to take place by leader in charge.  Appropriate clothing expectations to be communicated with parents before the postal drops. YP checked before starting.  Brief to include reminder to talk to leaders if feeling unwell.  Flasks of warm liquids to be available for each group during the session.  Leaders to be aware of symptoms of hypothermia, with first aiders to be available.  Cancel or halt postal drops in the event of extreme weather conditions |  |
| **Roads and traffic**  Risk of injuries from collisions between vehicles and people | Young people  Leaders  Helpers | 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 (one on each side of the crossing point). Use of pedestrian crossings where avaiable  Hi Vis to be worn by all participants on top of clothing.  Torches to be used where there are no streetlights.  Walk single file when on a road, on the correct side of road for group size. |  |
| **Letterboxes**  Risk of injury | Young people  Leaders  Helpers | Briefing for young people and helpers on how to assess for dangers on each letterbox.  Each letterbox to be checked for dangers before posting (i.e. sharp edges, heavy flaps).  Fingers or hands **should not** be put into the letterbox.  Where more than one card or letter is to be delivered- push through at the same time where possible to minimise contact with the letterbox.  Adult support briefed on making sure YP are careful. |  |
| **Dogs**  Risk of injury, negative interactions and loss of reputation | Young people  Leaders  Helpers  Members of the public | Dog safety to be included in briefing to young people and helpers  Any gates that were originally closed, should be closed again by the last member of the group walking through it.  If dog(s) are present in an area that needs to be walked through, a dynamic assessment should be made by Leader in charge at the time. If there’s any doubt about safety, the delivery should not be attempted.  Do not enter driveways or gardens where there is a clear sign denoting dangerous animals.  Fingers or hands **should not** be put into the letterbox.  If a dog can be heard on the inside of the letterbox, post should not be pushed through and an alternative delivery method attempted. |  |
| **Safeguarding** | Young people  Leaders  Helpers | Correct ratios to be followed  Register of names to be taken and left at the meeting point before starting the delivery route.  All adults to have central contact mobile number before starting delivery route; with all mobiles to be fully charged.  Yellow card rules to be followed at all times. |  |
| **Complacency**  Risk of injury due to complacency and guard being let down from repetitive postal drops | Young people  Leaders  Helpers | Leaders and Helpers to remind young people about safe practices whilst on delivery routes on an ad-hoc basis.  Regular breaks to be taken by groups and sub-groups. |  |
| **Incidents**  Risk of mis-management of incidents with risk of injury, lost child and loss of reputation. | Young people  Leaders  Helpers | Leader in charge identified to all participants.  Designated First Aider. Suitable 1st Aid kit to be carried  Ensure robust In Touch system is in place.  Leaders and helpers should be able to contact Leader in charge quickly (consider walkie talkies if mobile signal is unreliable)  Purple cards to be issued to all leaders and helpers and followed if necessary. |  |
| **Individual Needs** | Young people  Leaders  Helpers | All abilities of group considered in planning.  Careful consideration of entire route and it’s suitability during the planning phase.  YP and parents consulted and specific plans put in place.  Additional equipment may be needed and the use/access of this considered.  Adjustments for individuals (e.g. Not having to wear a high vis) to be made.  Ensure prescribed medication is carried if needed, e.g. inhaler or epi-pen. |  |
| **Running out of time** | Young people  Leaders  Helpers | Clear and regular communications about route progress between group/sub-groups and leader in charge.  Ensure robust InTouch system is in place.  Clarity at beginning that it is OK if not all of route is covered. |  |

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.