

H&S FORM



Risk assessment title	Scouts UK	Section/ Department	Events
		Date of assessment	18.02.25
Description of task/ activities carried out and location	Scouts UK is taking place on 05 th April 2025 from 9am – 6pm. Attendees enter via members gate at 9pm, have a lecture at Budongo Lecture Theatre, lunch at lemur Lodge and then have an afternoon session at Mansion House.		

Ref. No.	Activity	What are the hazards?	Who might be harmed and how?	What are we doing to manage the risk?
1	General access to Edinburgh Zoo site	Illness and/or injury - trips, slips and falls	Attendees/RZSS staff	<ul style="list-style-type: none"> • First Aiders will be on site for the event happening. The events team are also first aid trained and will have a radio on them to call for assistance. • Wet floor signs put up in Gannet in case of wet or ice weather • Compass staff circulate tables to attend to any catering spills
2	General access to Edinburgh Zoo site	Animal escape or unauthorised public entry to enclosure	Attendees/RZSS staff	<ul style="list-style-type: none"> • Security of all enclosures is tightly controlled using multiple non-standard locks. • Regular escape practices are carried out across the site in accordance with the requirements of the Zoo Licensing Act: visitors are directed by staff to a secure location or off-site depending on their location when the event occurs. • Standoff barriers, secure fencing/ gates and signage around enclosures to prevent public entry.
3	General access to Edinburgh Zoo site	Security/ other emergency incident, e.g. fire, terrorist attack,	Attendees/RZSS staff	<ul style="list-style-type: none"> • Evacuation procedures in place which cover emergency evacuations from main buildings. • Staff trained to assist in the event of an evacuation being required. • Standard guidance for terrorist attack followed: run, hide, tell • Regular liaison with the emergency services regarding the site layout and activities.
2	Compass Catering	Illness: Food poisoning resulting from eating food containing harmful organisms, objects or substances. Allergic reactions resulting from coming into contact with or eating food containing an allergenic ingredient.	Attendees	<ul style="list-style-type: none"> • Tables prior to event will be sanitised before and after use • Compass has food hygiene information scheme rating and certification for safe practices • Dietary requirements gathered by events team in advance and adhere to, this is reviewed with chefs prior to the event • Events team first aid trained to response to any allergic reactions

Risk Assessor		Authoriser	
Name	Gabriela Naccache	Name	Cassie Dougal
Signature	<i>G Naccache</i>	Signature	<i>C. Dougal</i>
Job Title	Events Coordinator	Job Title	Sales Manager
Date	18.02.2025	Date	18.02.2025
Assessment review date (usually within one year or earlier if working activities or conditions change significantly)		18.02.2025	

Hazard Checklist – use this (non-exhaustive) list to help you identify any significant hazards			
Hazards from the type and/or location of work	Tick	Physical / Chemical hazards	Tick
Asphyxiation / hypoxia (e.g. from diving)		Cold surface – contact with	
Confined space work		Cold exposure / hypothermia	
Contact with animal: e.g. crushing/ kick/ bite		Compressed air- use of tools or breathing lines	
Crush by load		Electric shock	
Drowning		Explosive release of pressure e.g. from boiler/ autoclave/coffee machine	
Entanglement in rotating or other machinery		Fire/ explosion/ flammable materials	x
Fall from height		Gases- e.g. flammable or asphyxiant	
Firearms		Hazardous chemical: think- is a full COSHH assessment needed?	
Flooding		Heat exposure / exhaustion	
Hot work – e.g. welding/ grinding		Hot surface – contact with	
Impact by / collision with vehicle		Lasers	
Lighting- inadequate or unsuitable for work		Noise- if you have to shout to be heard at 2m away there may be a problem	
Lone working		Radiation (ionising) e.g. x-rays	
Manual handling: think- is a more detailed assessment needed?		Radiation (non-ionising) e.g. ultraviolet light from welding/ sunlight	
Mechanical lifting e.g. use of forklift/ crane/ hi-ab/ pallet truck		Vibration e.g. hand-arm from power tools/ whole body from driving	
Object falling, moving or flying			
Obstruction / exposed feature		Health hazards	
Sharp object / material		Allergic reaction to plant/ animal/ other substance	x
Slip/ trip/ fall on the level	x	Asbestos	
Trapping in moving machinery/ equipment		Dermatitis	
Wind- high wind or air pressure		Disease / infectious agent e.g. zoonotic disease, legionella	
		Fatigue / exertion	
Other hazards		Food hygiene	x
Bomb threat/ terrorist attack	x	Lack of food / water	
Housekeeping – poor or inadequate	x	Static posture- maintaining a static posture for long periods of time	
Security issue e.g. theft		Repetitive actions of hand/ arm/ body	
Violence e.g. physical/verbal abuse		Psychological (stress / anxiety/ other psychological harm)	