

Risk Assessment Form

Assessment No: 01		Assessment Date: 21/01/21		Assessment Type (Select as appropriate: see Note 1)	
Section: Beavers, Cubs, Scouts, Explorers		References:		<input type="checkbox"/> Specific	<input checked="" type="checkbox"/> Generic
<input type="checkbox"/> Record of dynamic risk assessment					
Activity/Process:					
Assessor			Activity Leader (See Note 4)		
Name: Jon Skinner		Name:			
Role: Group Scout Leader		Role:			
Signature:		Signature:			
Hazards	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 3)	What has changed that need to be thought about and controlled?	
Lone working – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware	Adult Volunteers	<ol style="list-style-type: none"> Leaders arrive at agreed times. Adults carry mobile phones with them in case of an incident. No one does risky activities while alone. 	1 x 2 = Low		
Tables and chairs (and other obstructions) – injuries to people setting up, moving, or collapsing the items.	Young People and Adult Volunteers	<ol style="list-style-type: none"> Leaders and Young Leaders oversee setting up and moving tables and chairs. No one carries tables alone. Stack chairs facing side to the wall, so they don't fall. Stacks shouldn't be more than nine chairs high. Leaders help with stacking and unstacking chairs. 	1 x 2 = Low		

		5. Leaders set out tables and chairs at the start of the meeting (based on planned activities) and push them against the walls until needed.		
Flag – Injury from trailing rope.		1. The flag must be rolled and correctly hoisted when not in use. 2. Trailing or loose rope must be tied of on a cleat when not in use. 3. The flag must be tied back to prevent obstruction or injury during planned activities.	1 x 1 = low	
Floor – slips, trips, falls.	Young People / Adult Volunteers / Visitors	1. Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury. 2. Make sure everyone’s wearing appropriate footwear for the activity and it’s secured to their feet (check laces are tied and so on). 3. Put a doormat at the entrance. Encourage everyone to wipe shoes on arrival, especially if wet. 4. Clean up any spills immediately. 5. Wet floor warning sign available if floor is wet.	1 x 2 = Low	
Traffic – injuries from collisions between vehicles and people.	Young People / Adult Volunteers / Visitors	1. Have clear warning signs in the car park. 2. Parking in the compound restricted to Adult Volunteers only. 3. Leader supervises from the entrance to make sure young people arrive in the building safely. 4. Vehicles must not manoeuvre inside the compound when pedestrians are entering or exiting.	1 x 2 = Low	
Behaviour – overexcitement, especially at start and end of the evening.	Young People / Adult Volunteers / Visitors	1. Have a section code of conduct to set clear expectations of behaviour. 2. Leader or Young Leader runs a filler activity for young people as they arrive to provide focus. 3. Have a clear waiting area for collection. Leaders tell young person when their parent or carer has arrived to collect them. 4. Leader in charge monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities).	1 x 1 = Low	
Security – intruder access to the building or young person leaving unattended.	Young People / Adult Volunteers / Visitors	1. Adults follow group’s arrangements for preventing unauthorised departure and access once all of the young people have arrived. These should not obstruct the fire evacuation arrangements. 2. Compound gates and doors to be closed but not locked prior to the start of the meeting. 3. Leader in charge to ensure a register of attendance is taken as Young People arrive. 4. Leaders carry mobile phones. Leader in charge has access to emergency contact details in case of emergency. 5. Clear communication between leaders and parents and carers so leaders know who’s dropping off and picking up each young person. 6. Young people must not walk home alone without the express permission of their parents or carer. This must be agreed by the Leader in charge. 7. Leader in charge to ensure all windows and doors are securely closed/locked prior to leaving the building.	1 x 1 = Low	

Kitchen – injuries from heat sources and sharp items.	Young People / Adult Volunteers / Visitors	<ol style="list-style-type: none"> 1. Limit access to the kitchen to adults only (unless part of a programmed activity). 2. Sharp items to be safely stored out of reach of Young People. 3. Leader in charge to ensure kettles, ovens, hot water boiler are switched off when not required as part of the planned activity. 	1 x 2 = Low	
Chemicals – injuries from misuse of cleaning materials.	Young People / Adult Volunteers / Visitors	<ol style="list-style-type: none"> 1. Limit access to chemicals used for cleaning by locking away from (or putting out of reach of) young people. 2. Adults supervise any use of cleaning chemicals, including washing up and so on. 	1 x 2 = Low	
Store – injuries from sharp or heavy items whilst carrying or as a result of incorrect storage.	Young People / Adult Volunteers / Visitors	<ol style="list-style-type: none"> 1. Lone working in the store is strictly forbidden. 2. Young people should not enter the store unless supervised. 3. Adult volunteers must make sure all equipment is securely stored in its correct location after use. 4. Access to the store must be restricted by locking the door at all times when not in use. 5. No one must carry heavy items alone. 	1 x 2 = Low	
Fire	Young People / Adult Volunteers / Visitors	<ol style="list-style-type: none"> 1. Adults check all fire exits and escape routes to make sure they're unlocked and clear before participants arrive. 2. Leaders and Young Leaders know what to do in the event of a fire and where the emergency assembly point is. 3. All heat sources must be turned off after use. 4. Do not hang things from wall heaters. 	1 x 2 = Low	

Assessment Review							
Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Role:		Role:		Role:		Role:	
Signature:		Signature:		Signature:		Signature:	

Notes:

1. If using a 'Generic' risk assessment, Assessors are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.
4. The Activity Leader using this risk assessment must sign to show agreement to apply the controls of this risk assessment.
5. Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If 'Generic' prior to use.

High	Improve control measures; consider stopping activity.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting activity.
Low	Maintain control measures and review if there are any changes.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness
			Low	Medium	High