

# Risk assessment

Name of activity, event, and location	1 <sup>st</sup> Market Bosworth Scout Group – adult training	Date of risk assessment	01/10/2023	Name of person doing this risk assessment	Simon Jeffers – Group Lead Volunteer
		Date of next review	01/10/2025 or after significant change or incident		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	<b>Controls</b> 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 <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.  This is a great place to add comments which will be used as part of the review.
<b>Lone working</b> – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware.	Volunteers	Volunteers should arrive at agreed times, Adults should carry mobile phones with them in case of an incident. No one should do any risky activities while they're alone. <b>Where possible when entering the hut for a planned lone visit, the volunteer should put a message on the shared Whatsapp group when attending and leaving</b>	
<b>Tables and chairs (and other obstructions)</b> – injuries to people setting up, moving, or collapsing the items.	All present	Adults should oversee setting up and moving tables and chairs. No one should carry tables on their own. People should stack chairs facing side to the wall to prevent them falling. The stacks shouldn't be more than six chairs high.	
<b>Floor</b> – slips, trips, and falls.	All present	People should check that the floor is clear of any obstacles or spills that are likely to increase the risk of tripping, slipping, or injuries. Everyone should wipe their feet on the doormat at the entrance – especially if it's wet. Clean as you go in operation. Walk ways in store rooms are kept clear.	
<b>Traffic</b> – injuries from collisions between vehicles and people.	All present	There will be clear signs in the car park	
<b>Security</b> – intruder access to the building.	All present	This should not obstruct the fire evacuation arrangements. <b>Volunteers</b> should gather emergency contact details from participants when they book. <b>Volunteers</b> should carry mobile phones and have access to InTouch details in case of emergency.	
<b>Kitchen</b> – injuries from heat sources and sharp items.	All present	<b>Volunteers</b> should limit access to the kitchen to adults only unless part of a programmed activity. People should set up a refreshments station, being careful of location of liquids and so on.	

You can find more information in the [Safety checklist for leaders](#) and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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<b>Trailing cables and electricity</b> – trips and electrocution.	All present	Electrical items should be set up as close to sockets as practical. Any cables should be clearly visible and covered. No liquids should be close to sockets or electrical items.	
<b>Fire</b> – burns etc.	All present	Adults should check all fire exits and escape routes to make sure they're unlocked and clear before participants arrive. All <b>volunteers</b> , leaders, and Young Leaders should know what to do in the event of a fire and where the emergency assembly point is.	

## Change Log

<b>Date</b>	<b>Change</b>
16th June 2023	Addition of utilising whatsapp when entering the hut for planned lone working. Changed the word trainers to Volunteers - Paul Winfield – Scout Assistant Section Leader
01/10/2023	Review date extended to two years or after significant change or incident - Simon Jeffers – Group Lead Volunteer

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