

Risk assessment

Name of activity, event, and location	FREE TIME	Date of risk assessment	11 Feb 2025	Name of person doing this risk assessment	Jane Leadbetter GLV
		Date of next review	11 Feb 2027		

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.
For example: Hazard: fire Risk: smoke inhalation or burns	Section Volunteers, visitors, Young Leaders, Scouts	Smoke: use dry wood, check wind direction, stand people out of smoke direction. Burns: stay a safe distance from fire, place extra wood on safely, teach Scouts good practice around fires, have a burns first aid kit easily available.	
Hazard: Over excitement Risk: injury	All participants	Remind all participants of the Behaviour Policy & clear expectations Explain any additional rules according to the venue Monitor the mood level throughout free time Use a clear communication to stop free time eg two blasts of a whistle when everyone should stop Have a clear location for those not participating in free time	
Hazard: Wandering off Risk: injury	All participants	Designate and communicate clear boundaries Set a time limit and check-in times at a designated space at regular intervals First Aid kit available First Aider available	
Other unforeseen hazards	All participants	Fully risk assess the free time spaces and communicate to all Team supervision and full visibility at all times On the spot hazards to be shared immediately Public access to spaces need further risk assessment & communication according to venue	

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.

You can find more information in the Safety checklist for Section Volunteers and at scouts.org.uk/safety

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