

## Risk assessment

Hut & Gdns indoor, outdoor, meetings, games general Risk Assessment.



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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## Risk assessment

Name of activity, event, and location	Hut & Gdns indoor, outdoor, meetings, games general Risk Assessment.	Date of risk assessment	August 2024	Name of person doing this risk assessment	Jane Leadbetter GLV
		Date of next review	August 2026		

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?
<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. 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.
For example: Hazard: fire Risk: smoke inhalation or burns	Leaders, 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 carefully, teach Scouts good practice around fires, have a burns first aid kit easily available.	
Hazard - fire Risk: smoke inhalation or burns	All	Hold an emergency drill at least once a year. Awareness of location of emergency doors. Smoke – use dry wood on fires. Check wind direction & avoid standing in smoke. Burns – stay a safe distance from fire & within fire circle. Burns treatment sheet is on display in hut kitchen. Place extra wood on the fire carefully. Store extra fire wood a safe distance from the fire/pit. Promote good practice around fires. Avoid hot drinks around children. Use flat, firm surfaces for potentially dangerous equipment eg, stoves, irons. Clear any surrounding clutter or debris. Deliver clear safety instructions to all. Awareness of a cold water tap in case of burns to skin. Turn down/regulate heat for certain equipment eg. Stoves, irons. Available First Aider. Access to First Aid Kit.	

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Hazard - Slips, trips & falls, bumps Risk - Injury	All	<p>Always have at least 2 adults supervising each activity.</p> <p>Access to First Aid kit.</p> <p>Invite anyone wearing spectacles to remove them for safety.</p> <p>Check suitability of surfaces before starting any game.</p> <p>Check any wet surfaces and mop/brush up.</p> <p>Check floor/ground areas for litter or unsuitable objects. Remove safely.</p> <p>Invite the youth members to risk-assess each active game 'What may go wrong?'</p> <p>Help everyone to be aware of the hall slippery corner by the coat racks.</p> <p>Help everyone to be aware of the raised stones onto the church gardens in front of the scout hut.</p> <p>Be aware of the popularity of climbing the central rhododendron tree and that only lower branch climbing is permitted.</p> <p>Wear cycle helmets if head protection is necessary.</p> <p>Clean up any spillages immediately.</p> <p>Avoid certain games on wet/damp floor/grass etc.</p> <p>Stop any activities which involve running around if it is no longer safe to carry them out.</p> <p>First Aider to be available.</p>	
Hazard – Objects/items being thrown/moved Risk - Injury	All	<p>Always have at least 2 adults supervising each game</p> <p>Adults to transport/set up tables.</p> <p>Access to First Aid kit.</p> <p>Invite anyone wearing spectacles to remove them for safety.</p> <p>Safety instructions to be given before activity.</p> <p>Clear activity instructions to be given to all.</p> <p>No hard balls to be used indoors.</p> <p>No throwing of balls/objects at head/face.</p> <p>No hard objects to be thrown unless supervised.</p>	
Hazard – limbs/fingers being trodden on. Risk - Injury	Young People	<p>Always have at least 2 adults supervising each activity.</p> <p>Over excited youth members to sit out for a time to calm down.</p> <p>Access to First Aid kit.</p> <p>Safety instructions to be given before the activity.</p> <p>Avoid games with prolonged risk to limbs/fingers.</p>	
Hazard – busy dual carriageway	All	<p>Practice an emergency drill at least once a year.</p> <p>Assembly Point is on the wider pavement outside St Mary's Church, by the pedestrian crossing.</p>	

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Risk - Injury		<p>Include all adults in the emergency drill register.</p> <p>Raise voices to be heard if traffic noise is loud.</p>
<p>Hazard – silly behaviour</p> <p>Risk – running off</p>	Young People	<p>Safeguarding is a priority. Adults to explain code of conduct and behaviour standards.</p> <p>Describe clear boundaries to young members.</p> <p>Stop an activity if bad behaviour affects it.</p> <p>Session register to be taken at the beginning.</p> <p>Communications via section WhatsApp groups.</p>
<p>Hazard – trapped fingers</p> <p>Risk - injury</p>	Young People	<p>Adults &amp; Young Leaders to supervise setting up tables/equipment for activities.</p> <p>Good practice – two adults to transport/carry each large table.</p> <p>Consider safe number of chairs to carry at any one time.</p> <p>Young children not permitted to set up heavy tables.</p> <p>Adults to supervise removal or return of tables, benches, equipment in the scout hut store room.</p> <p>Stacked chairs up to six chairs high..</p>
<p>Hazard – hut items falling to floor</p> <p>Risk - injury</p>	All	<p>Only soft/light balls to be used inside the hut for games.</p> <p>Game/activity instructions to be clearly given.</p> <p>First Aider available.</p>
<p>Hazard – access to dangerous substances</p> <p>Risk - injury</p>	All	<p>Adults only to access cleaning substances under kitchen sink.</p> <p>Kitchen sink cupboard doors to be kept closed at all times.</p> <p>Communicate cleaning substances risk assessment to scout hut cleaner.</p> <p>Promote policy of bringing own named water bottles each week.</p> <p>Available First Aider</p> <p>Access to First Aid Kit.</p>
Tools & equipment - injury	All	<p>Tools provided to be of good quality &amp; appropriate for the activity.</p> <p>Supervision needed for potentially dangerous equipment eg irons, stoves, glue guns.</p> <p>Never leave potentially dangerous equipment unattended.</p> <p>Designate special areas for potentially dangerous equipment.</p> <p>Electrical equipment to be checked for safety &amp; used near to socket to avoid trailing wires.</p> <p>Keep electrical equipment away from water.</p> <p>Sharp items to be supervised and counted before and after activity.</p> <p>Do not cover heated equipment.</p> <p>Allow cooling time for heated equipment after switching off power.</p>
<p>Water activities – skin and eye irritation</p> <p>Risk - rash</p>	All	<p>Ask parents in advance of any allergies to washing-up/liquid products.</p> <p>Option to remove spectacles.</p> <p>Soapy activities to be carried out on grassy area.</p> <p>Access to dry &amp; clean towels.</p>

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Hazard – heavy loads Risk - slips	All	Mop buckets/water buckets to be filled, transported and lifted by adults. Observe correct lifting processes. Mop up any spillages.
Hazard – Open doors/gates Risk – loss of child	Young People	Everyone to be made aware of their own safety. Everyone to be aware of emergency drill procedure. Everyone to know the physical boundaries for each activity. Access to emergency lists of youth members. Attendance register to be taken at the beginning of sessions.
Hazard – members of the public or dogs entering activity spaces Risk – interference or injury	All	Adults to inform any public, with or without a dog, of out of bounds activity zone. Dogs off lead – if dog approaches, stand still quietly. Do not wave arms around. Avoid eye contact.
Individual needs – exclusion, injury	All	Consider individuals and make adjustments to activity accessibility if needed. All adults aware of individuals with specific needs and any specific measures in place.

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.

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