

Risk assessment – Taking part in an externally led activity

Name of activity, event, and location	1 st Anytown Scouts – Taking part in an externally led activity <i>Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings.</i>	Date of risk assessment	01 March 2023	Name of person doing this risk assessment	Leader one (working with others)
		Date of next review	01 March 2024 Or before each new activity		

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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	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.
<p>Travelling to the venue –</p> <p>Public transport</p> <p>Minibus</p> <p>Private cars</p> <p>Walking</p>	Young people, leaders	<p>Separate risk assessment may be necessary but consider:</p> <p>Managing the group size using public transport.</p> <p>Young people or adults getting separated.</p> <p>Hazards near railways and busy roads – enough adults to divide into manageable groups and monitor behaviour and location.</p> <p>Ensure minibus drivers have the appropriate licence to drive the vehicle and that a section 19 permit is in place. Enough adults to manage young people on the bus.</p> <p>Private cars – insurance correct for use? Seating of young people must not leave safeguarding concerns. Are drivers fit to drive (drugs/alcohol)?</p> <p>If walking there with leaders, assess the number of adults required to be safe – this may be more than the standard Ratio required.</p> <p>Consider terrain, traffic, weather, time of day, excitement of young people etc.</p> <p>Appropriate adult : young people ratio</p>	
<p>Behaviour: overexcitement and not following rules or instructions could lead to accidents.</p>	Young people	<p>Explain to the young people, at the start of the activity, the need to listen carefully to instructors and obey their rules.</p> <p>Leaders to support external instructors by maintaining supervision and behavioural guidance for YP</p> <p>Monitor the mood level throughout the activity.</p>	

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

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		<p>Have a clear location for those not participating in the activity.</p> <p>Ensure there are enough adults to safely monitor all YP at all times, this may be more than minimum ratio</p>	
<p>Inappropriately organised or led activities – Risk of harm from activity, Safeguarding issues</p>	<p>Young people, leaders</p>	<p>All activities delivered by an external provider must also be run in line with Scouts POR requirements – check POR when arranging.</p> <p>Check guidance on qualifications and insurance as laid out in fact sheet FS120086 on using external providers</p> <p>External instructors, must not have unsupervised access to young people.</p> <p>Leaders to interact in a positive way with instructors, taking note of safety advice and instruction given to YP</p> <p>Be prepared to challenge any actions you may consider are unsafe and to stop the activity if you consider it remains unsafe.</p> <p>Be prepared to cancel attendance at the activity (have a contingency plan) if planned safety measures cannot be met – eg. Adult helpers drop out at the last minute</p>	
<p>Weather – Rain before and during the activity, hot weather causing heat exhaustion or sun stroke.</p>	<p>Young people, leaders</p>	<p>Check weather before the activity.</p> <p>Advise participants on suitable clothing to wear and carry (including sun protection and waterproofs) – consult with provider where necessary.</p> <p>Bring a filled water bottle.</p> <p>Monitor young people and have an alternative plan if it gets too hot or the weather deteriorates.</p> <p>There are some useful tips on Hot and Cold weather here.</p>	
<p>Security – Missing persons, group separation</p>	<p>Young people</p>	<p>Have a register of all those present – young people and adults.</p> <p>Have an appropriate InTouch system in place.</p> <p>Set clear behavioural boundaries with all present.</p> <p>Ensure young people stay within the bounds of the activity area as set by the provider.</p> <p>Monitor young people and make sure no one wanders off.</p> <p>Carry out regular head counts.</p> <p>Have a lost child plan in place and follow it if needed.</p>	
<p>Food (if the Group is providing)</p>		<p>You may be arranging catering for your group whilst at the venue. Check out the Food Guidance.</p> <p>Plan food that is not high risk and consider what storage is available.</p>	

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<p>Storage</p> <p>Hygiene</p>	<p>Is there a fridge available at the venue that you can use? Will a cool box be sufficient?</p> <p>Can you heat up food there safely (to any required temperature) if needed?</p> <p>Ensure any packed lunches are stored in a cool, dry, shaded place</p> <p>Check that you can easily dispose of any rubbish, including food waste and that there are good facilities for handwashing as well as toilets.</p> <p>Take hand sanitiser with you if needed.</p>
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This risk assessment does not cover the specifics of the activity being undertaken with the provider, but the elements of the activity within the control of the group.

What other Hazards arising do you need to consider?

Never be afraid to stop an activity if it is becoming unsafe!

This Risk Assessment does not cover activities (eg: games, free time, open fires, outings, contingency plans), which will each require their own. You may also need to consider any specific individual needs.

Check [Activities A-Z](#) to see if any need Permits or qualifications to run them.

There are [Example risk assessments](#) to use as a starting point

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.