

## Risk assessment – Section Meetings

Name of activity, event, and location	1 <sup>st</sup> Anytown Scouts – section meeting overview 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	Date of risk assessment	1 February 2023	Name of who undertook this risk assessment	Leader one (working with with others)
		Date of next review	1 February 2024 (or each term or with significant change to environment)		

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><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	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	Leaders	Leaders arrive at agreed times. Adults carry mobile phones with them in case of an incident. No one does high risk activities while alone.	
<b>Tables and chairs (and other obstructions)</b> – injuries to people setting up, moving, or collapsing the items.	Young people and leaders	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 six chairs high. No one carries more than two chairs at a time – consider how many chairs it is safe to stack/carry at once Leaders help with stacking and unstacking chairs. Leaders set out tables and chairs at the start of the meeting (based on planned activities) and push them against the walls until needed.	
<b>Floor</b> – slips, trips, falls.	All present	Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury. Have a wet floor sign to hand. Make sure everyone's wearing appropriate footwear and it's secured to their feet (check laces are tied and so on). Put a doormat at the entrance. Encourage everyone to wipe shoes 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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		arrival, especially if wet.	
<b>Traffic</b> – injuries from collisions between vehicles and people.	Young people, leaders and parents	Have clear signs in the car park and a marked, well lit walkway for pedestrians. Brief parents and carers on safe arrival and departure process. Leader supervises from the entrance to make sure young people arrive/depart the building safely.	
<b>Behaviour</b> – overexcitement, especially at start and end of the evening.	All present	Have a section code of conduct to set clear expectations of behaviour. Leader or Young Leader runs a filler planned activity for young people as they arrive to provide focus. Leader in charge monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities). A pre-arranged freeze signal is in place to use to halt any activity (ie: 2 whistle blasts) All adults aware of individuals with specific needs and alternative measures in place	
<b>Security</b> – intruder access to the building or young person leaving unattended.	Young people and leaders	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. Have a clear waiting area for collection. Leaders tell young person when their parent or carer has arrived to collect them. Leaders carry mobile phones. Leader in charge has access to InTouch details in case of emergency. Clear communication between leaders and parents and carers so leaders know who's dropping off and picking up each young person.	
<b>Kitchen</b> – injuries from heat sources and sharp items.	All present	Limit access to the kitchen to adults only (unless part of a programmed activity). Scouts/Explorers to access kitchen only after direct permission given Keep hot items, such as drinks, away from activity areas	
<b>Chemicals</b> – injuries from misuse of cleaning materials.	All present	Limit access to chemicals used for cleaning by locking away from (or putting out of reach of) young people. Adults supervise any use of cleaning chemicals, including washing up and so on.	

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		COSHH register to be kept in an accessible place for all chemicals	
<b>Fire</b>	All present	Adults check all fire exits and escape routes to make sure they're unlocked and clear before participants arrive. Leaders and Young Leaders know what to do in the event of a fire and where the emergency assembly point is. All rubbish tidied and cleared at the end of each session.	
<b>Safeguarding, Appropriate Adults</b> Poor/inappropriate supervision of YP leading to injury, illness, upset	Young People Adults	All leaders and helpers to complete appropriate personal checks and mandatory trainings within correct time frame. First Aider present at every meeting. Appropriate child:adult ratios in place at all times Consider if extra adult help is needed for specific young people in the group. Section Leader aware of any medical/additional needs and what support should be in place (eg: epi-pen, seat provided)	
<b>Infectious Diseases</b> Cross contamination, spread of infection	Young People Adults	Ill members advised not to attend if they may be infectious (eg: have been sick in the last 48hrs) Hand washing / sanitising equipment provided and used before eating, cooking. YP reminded about good hand hygiene (eg: 'have you washed your hands?' if they have been to the toilet)	

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

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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