

## Risk assessment – Activities outside the meeting place

Name of activity, event, and location	1 <sup>st</sup> Anytown Scouts – activities outside the meeting place <b>Event: Town Treasure Hunt - Cubs</b> 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 March 2023	Name of person doing this risk assessment	Leader one (working with others)
		Date of next review	1 March 2023 (or before each event if sooner)March 2024 (or before next event)		

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 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>Roads and traffic</b> – injuries from collisions between vehicles and people.	Young people Leaders Helpers	Choose a route with minimal use of roads without a footpath and avoiding busy main roads where possible Brief young people on safety around roads and expected behaviour. Be aware of suitable crossing places, make YP aware of them Adults directly supervise crossing if necessary (one on each side of the crossing point). Leaders at the front and back of the group wear hi-visibility jackets. Walk single file when on a road, on correct side of road for group size	
<b>Walking in busy areas, by roads, on pavements</b> Injury, lost child, negative interaction with public	Young people Leaders Helpers	Brief young people on walking in a group and expected behaviour. Suitable footwear to be worn, Leaders to check before start. Leaders and helpers allotted to specific small group of young people. Group to follow the Highway Code and Green Cross Code Lot child plan in place and all Leaders and helpers aware of it. Leaders and helpers to monitor pavement/ route for hazards (eg oncoming dog walker or protruding step) and alert/instruct young people around them.	

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

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<b>Walking in the dark</b> Accident, injury		Group to walk, not run, in busy areas and by roads. If dark, Hi Vis to be worn by all participants and Torches to be used where there are no streetlights	
<b>Weather:</b> rain before and during the activity, hot weather causing heat exhaustion or sun stroke.	Young people Leaders Helpers	The leader will monitor the weather forecast in advance. If unsuitable weather (eg heavy rain or extreme heat) is forecast, we'll plan an alternative activity. Leaders will advise participants on suitable clothing to wear and carry (including sun protection and waterproofs). Everyone will bring a filled water bottle. Leaders will check that everyone's suitably equipped at the start of the meeting and have a few spare items available. Leaders will monitor young people and return to our meeting place if it gets too hot or the weather deteriorates.	
<b>Behaviour</b> Inappropriate behaviour leading to accidents or anti-social incidents	Young People Leaders Helpers	Clear expectations given to YP and section code of conduct to be followed YP in small groups with adult support for interaction with public.	
<b>Unfamiliar/Public Buildings</b> Lost child, accidents, inappropriate behaviour	Young People Leaders Helpers	Adults pre-briefed about buildings to be entered. Shop/ Church/ building owners informed beforehand. YP reminded of appropriate behaviour for building at entrance Leaders/ helpers to supervise each group Buildings which are very busy/ crowded not to be entered, dynamic assessment made by Leader in charge at the time.	
<b>Incidents</b> Poor Management leading to increased detrimental effects, injuries	Young People Leaders Helpers	Leader in charge known to participants Designated First Aider. Suitable 1 <sup>st</sup> Aid kit carried Ensure robust In Touch system is in place. Leaders/helpers able to contact Leader in charge quickly Purple cards issued to all leaders and helpers	
<b>Individual Needs</b> Exclusion, upset, injury	Young People Leaders Helpers Individual	All abilities of group considered in planning. Careful consideration of entire route and it's suitability during planning phase. YP and parents consulted and specific plans put in place Additional equipment may be needed and the use/ access of this	

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		considered Adjustments for individuals (eg: Not having to wear a high vis) to be made.	
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### 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.

EXAMPLE

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