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| **Name of activity, event, and location** |  | **Date of risk assessment** |  | **Name of person doing this risk assessment** |  |
| **Date of next review** |  |

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| **What hazard have you identified?**  **What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **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 | Leaders, vistors, 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 cafefully, teach Scouts good practice around fires, have a burns first aid kit easily available. |  |
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