|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of activity, event, and location** | **1Sst Anytown Scouts – cooking activities** | **Date of risk assessment** | **1 July 2020** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **1 July 2021 (or each term or when a significant change happens)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 from it.  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. |
| **Tables and chairs (and other obstructions) –** injuries to participants or leaders 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 – at least two people carry each table. * Stack chairs facing side to the wall so they don’t fall. Don’t stack chairs more than six chairs high. * Leaders help with stacking and unstacking chairs. * Leaders set out tables and chairs at the start of the meeting (based on the planned activities), then push them against the walls until needed. |  |
| **Cooking equipment –** is it appropriate for the activity? | All present | * Check cooking equipment is in good enough condition, appropriate for the planned activity, and is the right the size for everyone taking part. * Leaders consider which parts of the activity need to be done by adults, or with close supervision. * Make sure there’s enough space between participants. Think about their location in the kitchen or main hall. * Make sure there is good ventilation |  |
| **Sharp items** – injuries from mistakes or misuse. | All present | * Leaders count out the sharp items and are clear on how many are being used. Leaders count sharp items back in to make sure that all are returned. * Adults or Young Leaders supervise young people when they’re using sharp items – at least one adult or Young Leader for each group. * Leaders brief young people on using the sharp item safely before they use it. |  |
| **Heat sources** – burns from mistakes or misuse. | All present | * Adults or Young Leaders supervise young people when using hot items (such as ovens, stoves, candles, and fires) – at least one adult or Young Leader for each group. * Use heat sources in a defined area to restrict access. * Leaders brief young people on using the heat sources safely before they use them. |  |
| **Cables and electricity** – trips, falls, or electrocution from mistakes or misuse. | All present | * Use apliances close to sockets where possible. * Cover and identify trailing cables where possible. * No liquids near electrical items where possible. * Leaders supervise use of electrical items. |  |
| **Behaviour** – overexcitement, especially at the start and end of the meeting. | All present | * Section code of conduct in place to set clear expectations of behaviour. |  |
|  |  |  |  |