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| **Name of activity, event, and location** | **Anytown District Scouts – adult training** | **Date of risk assessment** | **1 July 2020** | **Name of person doing this risk assessment** | **Local Training Manager** |
| **Date of next review** | **1 July 2021 or before each training activity** |

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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 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. |
| **Lone working** – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware. | Volunteers | Volunteers should arrive at agreed times,  Adults should carry mobile phones with them in case of an incident.  No one should do any risky activities while they’re alone. |  |
| **Tables and chairs (and other obstructions) –** injuries to people setting up, moving, or collapsing the items. | All present | Adults should oversee setting up and moving tables and chairs.  No one should carry tables on their own.  People should stack chairs facing side to the wall to prevent them falling. The stacks shouldn’t be more than six chairs high. |  |
| **Floor –** slips, trips, and falls. | All present | People should check that the floor is clear of any obstacles or spills that are likely to increase the risk of tripping, slipping, or injuries.  Everyone should wipe their feet on the doormat at the entrance – especially if it’s wet. |  |
| **Traffic** – injuries from collisions between vehicles and people. | All present | There will be clear signs in the car park and marked walkways for pedestrians. |  |
| **Security** – intruder access to the building. | All present | This should not obstruct the fire evacuation arrangements.  Trainers should gather emergency contact details from participants when they book.  Trainers should carry mobile phones and have access to InTouch details in case of emergency. |  |
| **Kitchen** – injuries from heat sources and sharp items. | All present | Trainers should limit access to the kitchen to adults only unless part of a programmed activity.  People should set up a refreshments station, being careful of location of liquids and so on. |  |
| **Trailing cables and electricity** – trips and electrocution. | All present | Electrical items should be set up as close to sockets as practical.  Any cables should be clearly visible and covered.  No liquids should be close to sockets or electrical items. |  |
| **Fire –** burns etc. | All present | Adults should check all fire exits and escape routes to make sure they’re unlocked and clear before participants arrive.  All trainers, leaders, and Young Leaders should know what to do in the event of a fire and where the emergency assembly point is. |  |
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