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| **Name of activity, event, and location** | **1st Anytown Scouts –**  **Taking part in an externally led activity** | **Date of risk assessment** | **21 October 2021** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **21 October 2022 or before each new activity even** |

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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. |
| **Travelling to the venue –**  Public transport  Minibus  Private cars  Walking | Young people, leaders | ***Separate risk assessment may be necessary but consider:***  Managing the group size using public transport.  Young people or adults getting separated.  Hazards near railways and busy roads – enough adults to divide into manageable groups and monitor behaviour and location.  Ensure minibus drivers have the appropriate licence to drive the vehicle and that a section 19 permit is in place. Enough adults to manage young people on the bus.  Private cars – insurance correct for use? Seating of young people must not leave safeguarding concerns. Are drivers fit to drive (drugs/alcohol)?  If walking there with leaders, assess the number of adults required to be safe – this may be more than the standard Ratio required.  Consider terrain, traffic, weather, time of day, excitement of young people etc.  Approprioate [adult : young people ratio](https://www.scouts.org.uk/volunteers/running-your-section/adult-to-young-people-ratios/) |  |
| **Behaviour: overexcitement and not following rules or instructions** could lead to accidents. | Young people | Explain to the young people, at the start of the activity, the need to listen carefully to instructors and obey their rules.  Monitor the mood level throughout the activity.  Have a clear location for those not participating in the activity. |  |
| **Inappropriately organised or led activities –**  Risk of harm from activity,  Safeguarding issues | Young people, leaders | All activities delivered by an external provider must also be run in line with Scouts [POR](https://www.scouts.org.uk/por/) requirements – check POR when arranging.  Check guidance on qualifications and insurance as laid out in fact sheet [FS120086](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/externally-led-activities/) on using external providers  External instructors, must not have unsupervised access to young people.  Be prepared to challenge any actions you may consider are unsafe and to stop the activity if you consider it emains unsafe. |  |
| **Weather** –  Rain before and during the activity, hot weather causing heat exhaustion or sun stroke. | Young people, leaders | Check weather before the activity.  Advise participants on suitable clothing to wear and carry (including sun protection and waterproofs) – consult with provider where necessary. Bring a filled water bottle.  Monitor young people and have an alternative plan if it gets too hot or the weather deteriorates.  There are some useful tips on [Hot and Cold weather](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safety-in-the-programme/) here. |  |
| **Security** –  Missing persons, group seperation | Young people | Have a register of all those present – young people and adults.  Have an appropriate InTouch system in place.  Set clear behavioural boundries with all present.  Ensure young people stay within the bounds of the activity area as set by the provider.  Monitor young people and make sure no one wanders off.  Carry out regular head counts.  Have a lost child plan in place and follow it if needed. |  |
| **Food (if the Group is providing)**  Storage  Hygeine |  | You may be arranging catering for your group whilst at the venue. Check out the [Food Guidance](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/).  Plan food that is not high risk and consider what storage is available.  Is there a fridge available at the venue that you can use? Will a cool box be sufficient?  Can you heat up food there safely (to any required temperature) if needed?  Check that you can easily dispose of any rubbish, includining food waste and that there are good facilities for handwashing as well as toilets.  Take hand sanitiser with you if needed. |  |
| **This risk assessment does not cover the specifics of the activity being undertaken with the provider, but the elements of the activity within the control of the group.** | | | |