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| **Name of activity, event, and location** | **1st Anytown Scouts – Indoor nights away - example risk assessment**  (plus Covid considerations)  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** | **15 October 2021** | **Name of person doing this risk assessment** | **Leader one (working with others)** |
| **Date of next review** | **15 October 2022 (or each term or when a significant change occurs)** |

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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,  leaders,  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. |
| **Site features –**  Risk of injuries from:  Natural features  Plant & equipment | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes, car parks.  Be aware of maintenance areas, machinery etc.and warn young people.  Be clear on arrival if any areas are out of bounds to young people when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific.  Indoors – Check smoke and [carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) detectors are working.  Electrics – visual check there are no bare wires and sockets are not overloaded.  Discuss immediately with site management if problems found. |  |
| **Water & Waste –**  Infection & vermin | All present | Is there an appropriate source of fresh, drinkable water – is the tap water suitable for drinking?  What facility is in place for disposing of waste and food? |  |
| **Toilets & showers -**  Safeguarding issues,  Waterborne disease | Young people and leaders | Ensure tioilet facilities provide appropriate use by dividing sexes and adults/YP as much as possible.  Provide appropriate disposal for feminine hygiene products.  Check with the site how they are they adequately managed for the risk of [Legionella](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/)? |  |
| **Vehicles & people**  Risk of collision & injury | All present | Restrict vehicle access to pedestrian areas as much as possible.  YP to carry kit to accommodation. Make more than one trip if needed.  Use trolleys if provided  Have person / team to manage vehicles if needed. |  |
| **Heavy loads and items** - Back or other injuries to adults and young people | All present | Split equipment loads down to smaller bits if possible.  Supervise YP carrying bigger items – use a trolley if available.  Remind people how to lift and carry safely.  All lifting and dropping of heavy items to be supervised by adults |  |
| **Safe Access and exits** | All present | Make sure all routes and doors used for evacuation are kept clear at all times – both inside and outside (move cars or other obstructions).  Identify suitable assembly point  Brief all to know what the evacuation plans are and practise when you arrive. |  |
| **Doors –**  Access, entrampent | All present | Warn young people & adults about trapping fingers in doors hinges and about closing of doors (particularly younger age groups).  Encourage use of slow door closers or covers on hinges. |  |
| **Trip hazards, Slips** –  Tripping on guy lines and tent pegs, boxes, natural items | Young people and leaders | Instruct and enforce “No running” rules around building.  Keep areas clear of bags, obstructions, sharp items.  Check surfaces for spillages – especially kitchen and bathrooms – and have a plan and equipment for clearing them up. |  |
| **Sleeping facilities -**  Safeguarding issues  Injuries from furniture | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and young people.  Discuss sleeping arrangements for young people with young people and parents to ensure everyone is happy with plans.  Brief and monitor behaviour with bunkbeds, and take care of edges (e.g. tables, storage units)  Ensure young people can safely enter and exit their sleeping area (bunk bed, small tent) without causing harm. |  |
| **Food –**  Food poisoning | Young people and leaders | Plan menu to suit facilities available.  Ensure correct storage of food.  Check HQ guidance on [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/)  All to clean hands thoroughly before and after food preparing and before consuming food. |  |
| **Tables –**  Risk of collapse during cooking and activity |  | Check tables are properly and safely put up, eg: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable. |  |
| **Cooking –**  hot surfaces  Hot liquids, Cooking fats  Risk of fire /  Burns | Young people and leaders | Check the kitchen area is safe and hygienic.  Confirm with site management that servicing and compliance of kitchen equipment is up to date.  Keep area clear of obstructions and young people (unless designated to help)  Maintain good ventilation.  Familiarise team with fire fighting equipment and and emergency shut off plans.  First aid kit in kitchen – call First Aid leader if required. |  |
| **Bugs & Dirt –**  Dirty utensils  Hygiene  Food poisoning | All present | Leaders ensure good hygiene standards and brief young people on the importance of maintaining throughout the residential (identifying specific risks for the location, for example ticks).  Wash hands after going to loo and all outdoor activities and before eating.  Hand washing area regularly maintained by leader team.  Make sure to use clean cooking / eating utensils. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour. Leaders be aware and manage group behaviour.  [Free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) (unstructured activity) should be managed and have some level of supervision as, lack of it, is a frequent cause of incidents. |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all leaders and adult helpers have completed appropriate personal enquiry checks.  Event run by a leader with correct Nights Away Permit.  Appropriate adult: child ratios are in place.  Nights Away risk assessment logged with DC.  Make sure adequate rest time is built in for leaders, with a ‘peaceful space’ away from the general hubbub. |  |
| **Activities** |  | Produce separate risk assessments for your activities.  Check the suitability of activities for those taking part – including age appropriate.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  Have you got a suitable area to run these?  Free time and unstructured activities - have a suitable plan for supervision. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management |  | Suitable first aid cover is in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place  Medication to be stored securely and leaders to supervise schedule of taking medicines  Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| **What other hazards arising do you need to consider?**  **This risk assessment does not cover the specifics of the activities being undertaken whilst away which will require their own.**  **There are** [**examples**](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/) **to use as a starting point** | | | |
| ***Covid considerations*** | | | |
| ***Risk of spread of infection*** |  | *Ask anyone showing signs of infection or with family members showing sign of infection not to attend.*  *Detailed attendee list for camp to be maintained by leader team. Ensure all YP and adult contact details are up to date with a robust InTouch system in place.*  *Limit the numbers attending to make social distancing easier to maintain*  *YP asked not to share phones or other personal items.*  *Suggest YP carry out lateral flow test prior to setting out – to reduce chances of infected participants.* |  |
| ***Reduce contact at arrival*** |  | *Give participants staggered arrival times to reduce possible contact.*  *Ask parents to drop off and collect via carpark. Leader to control access to ensure social distance is maintained.*  *Sanitiser station at gate for use on arrival and leaving.*  *Ask that Scouts do not lift share, unless within their own family’s bubble and that social distancing is maintained.* |  |
| ***Sharing of accommodation*** |  | *Use rooms with one occupant in each – unless from same household bubble. For younger sections sleeping alone is not always practical and being in pairs may reduce anxiety.* |  |
| ***Communal areas*** |  | *Open doors and windows to improve ventilation, where it is safe and practical to do so – limit numbers using it due to maintaining distances.*  *Larger space avaible by using marquee without sides or large lightweight tarpaulin or flysheet rigged up on poles/ropes outside building, if space and the site allows.* |  |
| ***Activity numbers and equipment*** |  | *Plan activities with minimal equipment requirement.*  *Limit volume of equipment used where possible.*  *Clean down activity equipment before and after use.*  *Assign specific items to individuals for the activity if possible.* |  |
| ***First Aid Incident requires treatment of individual*** |  | *Provide suitable PPE: disposable gloves masks, aprons for use if administering First Aid.*  *In the event of an accident or anyone taken ill (showing signs of COVID) - provide safe space away from others and arrange for transport. Other YP should be kept away from the area and sent home asap* |  |