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| **Risk Assessment**  **(OSM)** | **HQ – General** | **Date of risk assessment** | **5th September 2022** | **Name of person doing this risk assessment** | **Iain Roy** |
| **Category**  **(OSM)** | **Locations** | **Date of next review** | **5th September 2024** |

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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?** |
| Leaders not qualified or authorised to run activity | Young people  Leaders | * POR to be followed at all times * All adults to be fully DBS checked in line with POR * All adults to have received latest versions of yellow and purple cards * All adults with full appointments to be up to date with mandatory training, * Programme planning and preparation materials shared between all leaders and adults attending * Programmes shared with Group Scout Leader, and District Commissioner at start of each term |  |
| Child protection / safeguarding | Young people  Leaders | * POR to be followed at all times * All appointed adults to carry Scout Association DBS clearance. Note: occasional helpers are exempt from this requirement * All adults (including occasional helpers) to have received yellow and purple cards * All adults with full appointments to be up to date with training * Main gate closed until leaders are ready to receive YP * Main gate closed but not locked during meetings * Security lighting to be on automatic at all times on the scout hut * Suspicious behaviour reported to police and to Group Scout Leader * Any medication to be safely stored by leaders |  |
| Risk of infection from COVID-19 | Young people  Leaders | * Clear guidance provided to parents to not send YP to meetings from households who are currently self-isolating * Clear guidance provided to leaders to not attend meetings if they have any symptoms of COVID-19 or are currently self-isolating * If a YP or adult shows symptoms during a meeting, the Section Leader must be informed. YP will be isolated whilst contacting parents to send home and advised to get a COVID-19 test. Group Scout Leader to be informed within 3 hours of the end of the meeting * Registers to be updated promptly on OSM after each meeting | Regular review of latest government advice with regards COVID-19 and local situation that may warrant additional controls. |
| Driveway to scout hut presents slip and trip hazards particularly as street lighting nearby is not always working | Young people  Leaders | * Regular filling of potholes * Restricted access for vehicles * Parents / carers / leaders advised to bring a torch on dark evenings |  |
| Danger posed by moving vehicles on the driveway and in the car park next to the scout hut | Young people  Leaders | * Leaders only allowed to use the driveway and car park |  |
| Risk of a lost young person | Young people | * POR adult ratios as a minimum at all times. * Headcount taken at start and end of each activity session and at regular intervals throughout meetings * Adults to carry mobile phones and numbers shared * Prompt emergency services notification as required, and notification to Group Scout Leader |  |
| Incident requiring first aid treatment | Young people  Leaders | * Fully stocked PPE and first aid kit kept in kitchen * All uniformed leaders to have up-to-date First Aid Training * PPE to be worn as required * Accident / Incident Log in kitchen. * Parents to be informed after the meeting of any first aid provided. * HQ has good mobile phone coverage in case emergency services need to be called |  |
| Behaviour | Young people | * Young people to be reminded about behaviour expectations before each activity * Consideration to be given by all leaders about to how to accommodate the needs and likely issues from young people with e.g. ASD / ADHD. * Adult ratios to be increased at the discretion of the Section Leader to ensure all young people are included * Young people to only be excluded from an activity if there are safety / wellbeing concerns that cannot be mitigated, and with Group Scout Leader approval, and these decisions to be communicated confidentially to the parents or guardians of any young person excluded |  |
| Falling branches from trees and bushes on site - especially those that overhang driveway, play area and public path | Young people  Leaders | * Trees and bushes cut back on a regular basis * Trees checked on a regular basis especially after heavy rainfall/high winds |  |
| Risk of cut injuries from rubbish e.g. glass that is occasionally found in the grass areas at front, side and back of building | Young people  Leaders | * Restricted access to sides and back of building * No digging by hand * Visual checks of areas carried out by adults before any meetings and any risks disposed of accordingly |  |
| Risk of sting injuries from nettles that grow in the grass areas at front, side and back of the scout hut | Young people  Leaders | * Restricted access to sides and back of building * Nettles cut back on a regular basis |  |
| Risk of falling into the small pond at the side of the scout hut | Young people  Leaders | * Restricted access to pond * Pond is not deep and is kept well stocked with plants to minimise risk of fall |  |
| General risk of slip and trip injury outdoors in the Scout HQ grounds or in the church field | Young people  Leaders | * Outside areas generally level with no items / rubbish left around * Outside security lights on front of building for dark evenings * No ready means of access to the roof of the scout hut. Flat roof on scout hut is not fragile * No running games allowed if the grass is wet * Checks carried out to ensure appropriate footwear is worn before activity starts * Any trip hazards identifed marked with hazard tape or suitable alternative |  |
| General risk of slip and trip injury indoors | Young people  Leaders | * Some thresholds are slightly raised but low risk * No cables across floor without clearly marking these with hazard tape or similar * All areas to be kept tidy / clear * Carpets in lobby to be kept flat |  |
| Loss of power whilst using the HQ causing hall / grounds to be suddenly in the dark increasing risk of injusry | Young people  Leaders | * Leader to immediately stop any in progress activities and ensure safety of adults and YP - dynamic risk assessment as to immediate course of action to be taken e.g. move outdoors, sit down and remain still. * Group Scout Leader or other Leader with access and knowledge, to check the fuseboard and reset if required * Identify whether power loss is local to scout HQ or to the local area. * Dynamic risk assessment to be taken as to whether meeting / actvity can continue or whether parents need to be called to collect YP |  |
| Risk of injury or death from fire whilst at the scout hut | Young people  Leaders | * Fire Management Plan in place * No smoking site * Fire extinguishers tested annually. Fire exits kept clear and checked regularly. Emergency lights checked monthly and full discharge test annually. * Signage clearly displayed * Fire drill carried out each term * Electric heaters in scout hut are all on timers, heater covers in place and attached to the wall |  |
| Risks (burns, cuts, poisons) associated with hot water, sharp objects, cleaning chemicals and appliances in the kitchen and store cupboard areas | Young people  Leaders | * No young people allowed to enter the kitchen without adult supervision * No young people allowed to enter the store cupboard and store cupboard to be kept locked except when in use * Sign on doors to that effect and leader in charge responsible for ensuring this * Non-slip flooring in place * Cleaning chemicals stored out of sight in child-proof containers. COSHH labelling / information in folders in cupboard. * Mains water run frequently (for minimum 10 minutes per week) to eliminate risk of Legionella Disease. * Small hot water tank used weekly or during low use periods turned on and run at full temperature for minimum 10 minutes per week) to eliminate risk of Legionella Disease |  |
| Risk of slips and falls including contact with the solid walls during games in the main hall. Floor covering does get slippery when wet | Young people  Leaders | * Any spillages to be dried at once * Clear instructions given before starting any games * Some games reserved for outdoor use only * Impossible to avoid some risk of injury during games |  |
| Risk of cuts and bruises during craft type activities. | Young people  Leaders | * Only child-friendly scissors to be used by Beavers * Any glue gun operation supervised at all times * Adult supervision to correct ratios at all times * Correct use of tools/equipment demonstrated and explained to young people before activity starts |  |
| Risk of bruises or other injury from falling objects in the storage areas | Young people  Leaders | * Adults to supervise access to equipment in the storage rooms * Shelving correctly secured to the wall * Equipment stored on shelving properly |  |
| Risk of cuts, falls, trips and bruises caused by use of equipment | Young people  Leaders | * Saws and other sharp tools stored safely and out of reach of young people * Such tools only to be used by competent young adults / adults * Stepledders to be checked before use |  |
| Other unforeseen hazards | Young people  Leaders | * Dynamic risk assessment to be performed by all leaders in line with TSA guidelines. * Hazards to be shared with other leaders and appropraite mitigation to be actioned. |  |