



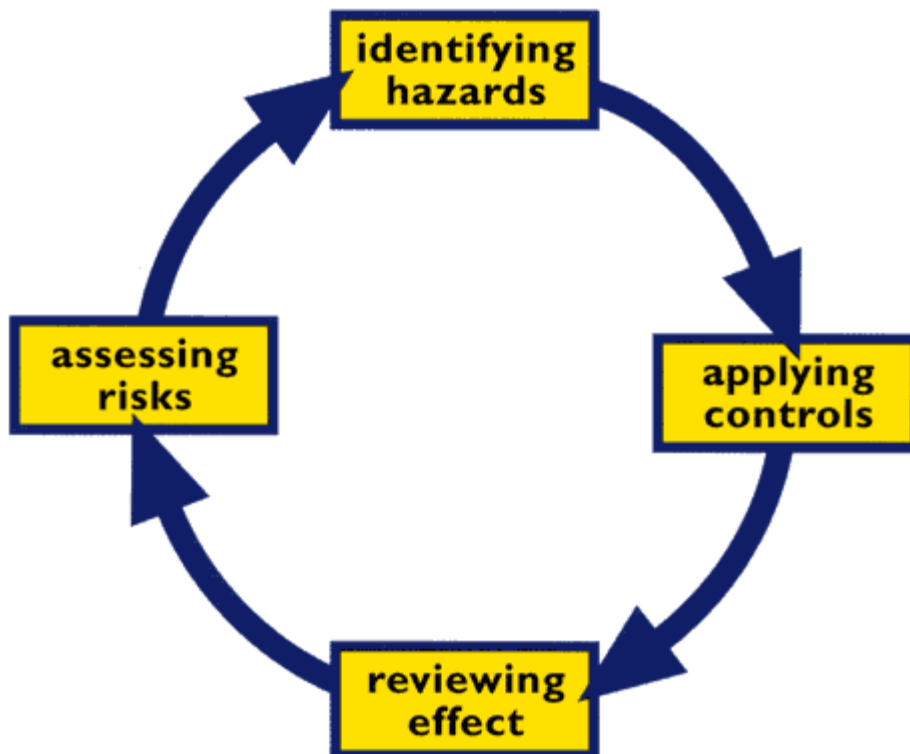
Risk Assessments for Hall Usage / Camp / Trips and Activities

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Form Amended by Andrew Stacey (Assistant Group Scout Leader)

Date	Version	Updated By	Description of Changes
07.07.2008	1.0	Colin Bell	
08.03.2009	1.1	Andrew Stacey	Emergency Numbers, logo
14.09.09	1.2	Andrew Stacey	Contact Numbers, Scouting Appointments
10.06.10	1.3	Andrew Stacey	Form reviewed & Amended

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Purpose of This Document

Risk Assessment

- To ensure any dangers present in any premises used by any section or sections of the scout group are identified and kept to an acceptable level
- To ensure any risks associated with camps / trips and activities are identified and kept to an acceptable level
- To ensure any leaders or adults involved with the running of the sections on a regular basis are vetted in accordance with Scout Association rules.

The purpose of this document is to ensure most if not all major risks of injury associated with the smooth running of the scout group are identified and control measures are put in place to reduce the risk of injury to an acceptably low level.

This risk assessment should be reviewed on a regular basis several times a year, or immediately following any incident or near miss situation so that any lessons which could be learned are acted upon as soon as practicable and the risk assessment updated accordingly

Emergency Numbers

Contact	Phone Number
Lisburn Cathedral Office	02892 602400
Lisburn Racquets Club	02892 664340
Group Scout Leader	02892 670941
Assistant Group Scout Leader	02892 660836
Group Chairman	02892 588994
Group Secretary	02892 588994
Home Contact	0845 20 SCOUT

Location of building services

Electricity

The main fuse board and mains inlet switch is to be identified by the section leader prior to commencement of any session. If the section leader or their assistant has any concerns over the location, use or safety of the electrical switchboard they must contact the premises keyholder immediately

Water

The main inlet stop cock is normally located under the kitchen sink in premises. If the premises are unfamiliar the section leader should familiarise themselves with the location of the stop cock.

In some infrequently used premises it may be necessary to turn the water supply off during colder weather and this is to be confirmed by the keyholder.

Gas

The main gas supply and controls are to be identified by the section leader prior to commencement of any session. If the section leader or their assistant has any concerns over the location, use or safety of the gas supply they must contact the premises keyholder immediately. If any gas leak is suspected the gas must be turned off, building evacuated and leak reported immediately to relevant gas board.

Location of Emergency Equipment

Fire Escapes

All fire escapes are to be identified and regular fire drills carried out by all sections using the premises. Fire escape routes are to be kept clear of obstructions and all final entry points are to be clearly identified and kept unlocked. A roll call is to be taken following all evacuations.

First Aid

The first aid box, Eye wash station and accident book are normally located in the kitchen. All leaders should also have full first aid kits and accident books with them for each session.

Fire Blanket

This is usually located next to the cooker in the kitchen

Fire Extinguishers

Location of fire extinguishers to be familiar to section leaders and members present. Only small fires should be tackled with equipment provided and premises should be evacuated immediately and fire brigade called. Any suspected faulty or empty extinguishers should be reported immediately to the keyholders.

Smoke Detectors

Leaders to check location and workings to all installed detectors. Any problems to be reported immediately to the premises keyholders.

Emergency Procedures

Flooding / Water leak

Turn off water at main stop cock and contact keyholder with details of the problem

If leak or burst pipe is before stop cock, locate stopcock in field and turn water off there, then contact keyholder with details of the problem

Smoke alarm activation

1. Leaders to ensure everyone is evacuated as quickly as possible using the nearest available fire exit while the cause of the smoke alarm activation is investigated.
2. The assembly point is normally the car park outside the building
3. Head count to be performed to ensure all persons are accounted for
4. If no immediately cause for the activation is seen 2 leaders should check the area thoroughly
5. If a fire is found immediately proceed with **FIRE** procedure below
6. If no cause is found Andy Jones to be informed with details of which smoke alarm activated so a record can be kept

Fire

1. **Shout Fire** to make everyone aware of the situation
2. Leaders to ensure everyone is evacuated as quickly as possible using the nearest available fire exit.
3. Fire should only be tackled with fire fighting equipment if very small or to enable the evacuation of the building
4. The assembly point is the car park at the front of the building
5. Head count to be performed to ensure all persons are accounted for
6. Fire Brigade should be called and informed of the location of the hut
7. The building should not be re-entered until declared safe by the fire brigade

Materials Storage

Flammable Materials

GAS

All gas cylinders are to be stored in locked metal storage facility outside the premises to prevent the risk of explosion due to build up of gases in a confined space

Flammable Liquids

All Flammable liquids are to be stored in clearly marked containers of the correct type in the locked metal storage facility outside the premises to prevent the risk of explosion due to build up of flammable vapours in a confined space

Flammable Material storage Facility

This is a locked metal cupboard with sufficient added ventilation low down to prevent the build up of flammable gases or vapours from the materials stored inside.

As the cupboard is an enclosed structure it should have the relevant standard HAZCHEM warnings on the outside to alert the emergency services to its contents and reduce any risks of explosion or injury to emergency service personnel or general public (residents of neighbouring houses) in the event of an emergency incident.

4. List all the hazards in order of significance.	5. List the groups of people who might be harmed.	6. List the intended control / preventative measures and equipment which are required to reduce / eliminate the risk. Be prepared to abort the activity if the chance of eliminating or significantly reducing the risk is not possible.	7. What level have you reduced the risk to ? 0=no danger 3=slight risk 5=moderate danger / risk 7=highly dangerous 10=possible death
INSIDE RISKS			
Trip and slip hazard	Individual	Any spillages of food or drink to be cleared up as soon as possible (especially on non carpeted surfaces) All areas to be kept as tidy as possible at all times Carpark to be cleared of ice and snow and well illuminated during darker evenings	2
Electric Shock	Individual	All mains sockets are at a high level and unused outlets have child proof covers in sockets	5
Burn from contact with heating	Individual	Heaters are of convection type which the casing does not get hot enough to inflict a burn	3
Injury obtaining equipment from stores	Individual Group	Scouts are not allowed in stores unsupervised Scouts and leaders should only attempt to lift items which they are capable of doing so Heavy or awkward item should not be stored high up on shelves Knives and other such sharp items should be stored in a metal container or with suitable safety guards attached at all times	3
OUTSIDE RISKS			
Walking along road	All	Young persons to be split into groups with a leader in front and behind each group to ensure group does not separate. Leaders to wear reflective jackets Group to walk no more than 2 abreast to avoid inconvenience to general public	2
Crossing road	All	Official crossing points (zebra crossings etc.) to be used where possible. Where these are not available leaders should supervise crossing of the road in a safe manner	1
Person becoming detached from group	All	Head count to be taken before leaving hut and on arrival at playing field. Head count to be taken before leaving playing field and on arrival back at hut	2
General injury hazards at the playing field	Individual Group	Leaders should perform check of area to be used to ensure no easily visible hazards, if any found they will remove the hazard or select different area of playing field to use.	1
Travel to and from camp / trips and activities by car or coach	Group	Seatbelts to be properly fitted and worn. Leaders to ensure vehicle is roadworthy and	1

		driver/s are suitable and drive within national speed limits.	
ADVENTUROUS ACTIVITIES A - Z			
Archery	Individual	Safety briefing, small supervised groups standing behind line until all shots have been fired. All participants asked to wear strong shoes and long sleeve tops. Forarm guards to be worn. Activity supervised by scout leaders and range run under GNAS rules	2
Axe Throwing	Individual	Safety briefing, small supervised groups standing behind throw line until all axes have been thrown. Hiking boots and suitable clothing to be worn. Activity supervised by scout leaders and instructed by qualified centre staff.	3
Canoeing	All	Safety briefing, Helmet, buoyancy aid, suitable clothing including footwear. Scouts to be instructed by qualified leaders and or centre staff and supervised by leaders during sessions.	3
Caving	Individual Group	Scouts to be instructed by qualified leaders and or centre staff and supervised by scout leaders. Adults are to ensure equipment is of good quality.	3
Cricket	Individual Group	Scouts to be briefed on rules and dangers. Overall supervision by scout leaders. Adults are to ensure equipment is of good quality and appropriate safety equipment is worn by all players	3
Gokarting	All	Scouts to be instructed by qualified centre staff and supervised by leaders. Safety clothing & helmets to be worn and go karts to be visually checked	2
Gorging / River Walking		Safety briefing, Helmet, buoyancy aid, suitable clothing including footwear. Scouts to be instructed by qualified leaders and or centre staff and supervised by leaders during sessions.	2
Kayaking	All	Safety briefing, Helmet, buoyancy aid, suitable clothing including footwear. Scouts to be instructed by qualified leaders and or centre staff and supervised by leaders during sessions. Adults to check kayaks are of good quality.	2
Mountain biking	Individual Group	Safety briefing, Helmet, suitable clothing including footwear. Keeping to safe route known by leaders from previous visit, scouts supervised along route	2
Rafting	All	Safety briefing, Helmet, buoyancy aid, suitable clothing including footwear. Scouts to be instructed by qualified leaders and or centre staff and supervised by leaders during sessions. Adults to check rafts are of good quality and those taking part have adequate adult help.	3
Rifle Shooting	Individual	Safety briefing, small supervised groups standing behind line until all shots have been fired. Eye Protective goggles and long sleeve	2

		tops to be worn. Activity supervised by scout leaders and instructed by qualified centre staff. Range operated to NRA rules	
Rock climbing and abseiling	All	Scouts to be instructed by qualified leaders and or centre staff and supervised by scout leaders. Adults are to ensure equipment is of good quality.	2
Swimming pool slips, trips and falls	All	NO running on pool side No climbing, sitting or standing on any adjacent walls. Child protection to be top priority when in public facilities. Care to be taken in all areas especially changing and shower areas due to wet floor Obey all local pool rules Obey any instructions from lifeguards	2
Swimming Injury in water	Individual	NO diving in shallow water or where signs prohibit diving Ensure when jumping or diving in there are no other people in the area that may be injured No horse play in water(eg ducking etc) Obey any instructions from lifeguards	1
Drowning in pool	Individual	Pool lifeguard will be on duty A minimum of two leaders to supervising young persons and monitoring safety at all times Safety equipment to be provided and maintained by Swimming pool operator Non swimmers not to exceed their depth unless wearing appropriate aids (arm bands, woggles etc) No horse play in water (eg ducking etc)	2
Volleyball and football	All	Scouts supervised by leaders on official pitch. Pitch to be inspected prior to commencing and rules explained to all.	1
Zipwire	All	Scouts to be instructed by qualified leaders and or centre staff and supervised by scout leaders	1
CAMPSITE RISKS			
Injury due to misuse of utensils or cooking equipment	Individual Group	Use of stoves and safety talks undertaken prior to any cooking activity. During food preparation, Leaders to monitor the food preparation	2
Fire or explosion due to Gas leak	Individual Group	Gas maintained in the 'off' position at bottles when not in use. Specific order of actions for lighting of stoves provided during safety talk. Once cooking activities have been completed using gas appliances all gas bottles to be returned to flammable materials store	1
Food poisoning	Individual	correct food storage thorough cooking of foods high level of food and personal hygiene Leaders to check food is properly cooked before the scouts eat.	3
Burns and scalds	Individual	Leaders should monitor scouts cooking where possible. no horseplay near cooking areas or fires	2

Hypothermia (in cold weather all leaders should be aware and watch for signs)	Individual	ensure warm drinks available at all times ensure scouts have plenty of warm dry clothing ensure scouts have adequate warm dry bedding / sleeping bags for the weather conditions if camping or sleeping over at the hut	3
Tiredness or wet weather increase activity risk	Individual Group	The Leader in charge of the activity should assess if it can carry on if the weather changes.	3
Injury from fire (e.g.burn)	Individual Group	All fire areas are cordoned off, and are clear of any potential hazards identified and remove if possible prior to fire being lit. All fire areas are positioned away from natural games areas to segregate them as far as possible. Fire buckets are provided close to each fire. Group are provided with details of how to deal with burn injuries The dangers of putting aerosols and Gas canisters on the fire are provided during the safety talk	2
Axe injury	Individual	Chopping areas are segregated, with only one person allowed in at any one time. Chopping areas are positioned aware from overhanging trees or naturally occurring trip hazards. Only those wearing suitable boots are able to use a hand axe (from the standing position) or a felling axe. All use of axes in the chopping area is under Leader supervision unless specifically authorised otherwise. Eye protection to be worn when chopping wood whenever possible	2
Injury from wood	Individual	The dangers of handling wood (e.g. splinters) and the danger of wood piles (e.g. nails) to be provided during safety talk	2
MEDICAL RISKS			
Sun / heat exhaustion	Individual	Group are reminded of the need to wear suitable clothing and sun protection Group are reminded of the need to drink plenty of fluids especially when undertaking strenuous activities.	3
Cold / Hypothermia (when camping / sleeping indoors or when participating in outdoor activities)	Individual	Group are reminded of the need to wear adequate clothing, especially when they are cold or tired. Groups are provided with a warm drink during cold periods especially before going to bed. There will be a supply of spare sleeping bags / blankets for anyone who requires them.	2

Parents wish to contact Scout/Leaders	Individual	Hut phone number to be given to parents.	1	
Incident requiring first aid	Individual Group	Leaders have full first response or better first aid certificates. Full first aid kit retained on site (see above for location). Minor casualty at local hospital Mobile telephones have good signals from location		
Hospitalisation	Individual Group	<input type="checkbox"/> Sufficient Leaders on site to both attend hospital and run programme. If possible Mobile telephones have good signals from location.		
	Name:	Scouting appointment.	Signature.	Date.
Author	Andrew Stacey	SL/AGSL	<i>A M Stacey</i>	10/06/10
Reviewer.	Jonathon Simpson	CSL	<i>J Simpson</i>	11/06/10