

Risk assessment - Basic section meeting.

Name of activity, event, and location	Sale Central ScoutGroup – Basic section meeting	Date of risk assessment	March 2024	Name of who undertook this risk assessment	Dave Hannigan
		Date of next review	March 2025		

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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Lone working – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware	Leaders	<p>Leaders arrive at agreed times.</p> <p>Adults carry mobile phones with them in case of an incident.</p> <p>No one does risky activities while alone.</p>	
Tables and chairs (and other obstructions) – injuries to people setting up, moving, or collapsing the items.	Young people and leaders	<p>Leaders and Young Leaders oversee setting up and moving tables and chairs.</p> <p>No one carries tables alone.</p> <p>Stack chairs facing side to the wall so they don't fall. Stacks shouldn't be more than six chairs high.</p> <p>Leaders help with stacking and unstacking chairs.</p> <p>Leaders set out tables and chairs at the start of the meeting (based on planned activities) and push them against the walls until needed.</p>	
Floor – slips, trips, falls.	All present	<p>Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury.</p> <p>Make sure everyone's wearing appropriate footwear and it's secured to their feet (check laces are tied and so on).</p> <p>Put a doormat at the entrance. Encourage everyone to wipe shoes on arrival, especially if wet.</p>	
Traffic – injuries from collisions between vehicles and people.	Young people, leaders and parents	<p>Have clear signs in the car park and a marked walkway for pedestrians.</p> <p>Brief parents and carers on safe arrival and departure process.</p> <p>Leader supervises from the entrance to make sure young people arrive in the building safely.</p>	

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<p>Behaviour – overexcitement, especially at start and end of the evening.</p>	<p>All present</p>	<p>Have a section code of conduct to set clear expectations of behaviour. Leader or Young Leader runs a filler activity for young people as they arrive to provide focus. Have a clear waiting area for collection. Leaders tell young person when their parent or carer has arrived to collect them. Leader in charge monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities).</p>	
<p>Security – intruder access to the building or young person leaving unattended.</p>	<p>Young people and leaders</p>	<p>Adults follow group's arrangements for preventing unauthorised departure and access once all of the young people have arrived. These should not obstruct the fire evacuation arrangements. Leaders carry mobile phones. Leader in charge has access to InTouch details in case of emergency. Clear communication between leaders and parents and carers so leaders know who's dropping off and picking up each young person.</p>	
<p>Kitchen – injuries from heat sources and sharp items.</p>	<p>All present</p>	<p>Limit access to the kitchen to adults only (unless part of a programmed activity).</p>	
<p>Chemicals – injuries from misuse of cleaning materials.</p>	<p>All present</p>	<p>Limit access to chemicals used for cleaning by locking away from (or putting out of reach of) young people. Adults supervise any use of cleaning chemicals, including washing up and so on.</p>	
<p>Fire</p>	<p>All present</p>	<p>Adults check all fire exits and escape routes to make sure they're unlocked and clear before participants arrive. Leaders and Young Leaders know what to do in the event of a fire and where the emergency assembly point is.</p>	