

# Activity Risk Assessment

Name of activity, event, and location	Activity Stall (coconut shy, tun can alley, hook a duck) Hertfordshire Scout Activity Centres- Includes offsite/mobile activities	Date of risk assessment	October 2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Misuse of equipment	Participants, Leaders, Instructors	High	<ul style="list-style-type: none"> <li>Participants must be told that projectiles/hook a duck poles must be pointed down the booth at all times.</li> <li>Projectiles must be counted out and in at the start and end of sessions.</li> <li>Projectiles must be removed from the booth entrance when in the booth.</li> <li>Participants must be shown how to correctly throw a projectile/hook a duck in a safe manner.</li> <li>Only the equipment provided must be used.</li> <li>All equipment must be used for its intended purpose.</li> <li>Equipment must not be left unsupervised.</li> </ul>	Low
Injury from collecting/ resetting projectiles/ duck	Participants, Instructors	Medium	<ul style="list-style-type: none"> <li>Participants must not enter the booth. Projectiles/ducks must be collected/reset by staff only.</li> <li>Projectiles must be removed from the booth entrance when in the booth.</li> </ul>	Low
Someone entering booth or crossing throw line	Person who is on the range	High	<ul style="list-style-type: none"> <li>Booths are enclosed with clear physical boundaries.</li> <li>Participants must be made aware of the 'stop' command in the safety briefing.</li> </ul>	Low
Projectiles flying out of the booth	Other site users	High	<ul style="list-style-type: none"> <li>Booths are designed to protect surrounding area.</li> </ul>	Low
Injury from poorly maintain	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Locate cables away from users to ensure good cable management.</li> <li>Cover cables where required and ensure the correct equipment is used.</li> </ul>	Low

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power supply and exposure to electricity			<ul style="list-style-type: none"> <li>Generators must be turned off when fuelling.</li> <li>Blowers must be fenced off.</li> </ul>	
Injury from set up and take down	Instructors	Medium	<ul style="list-style-type: none"> <li>Set up and take down must be done by trained staff members, as per manufacturers guidelines and in line with PIPA training.</li> </ul>	Low
Anchorage of unit	Participants, Leaders, Instructors	High	<ul style="list-style-type: none"> <li>Before inflating to anchor unit a wind anemometer must be used to check current wind speed. If over 24mph the unit will not be inflated. If winds are predicted to be over 24mph, winds will be closely monitored.</li> <li>Unit will be signed off for use when wind speeds are predicted to be under 24mph and anchorage checks complete.</li> <li>Unit to be anchored to the ground by means of 380mm x 16mm metal stakes, which will be near to the inflatable and level with the ground as to not cause a trip hazard.</li> </ul>	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> <li>Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout.</li> <li>Sessions must be stopped if wind speeds exceed 24mph, dependant on location.</li> <li>Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing.</li> <li>Sessions will be cancelled in extreme hot or cold temperatures.</li> </ul>	Low
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Groups must be accompanied by a supervising adult.</li> <li>Group leader is responsible for managing the groups behaviour and stated in the booking terms and conditions.</li> </ul>	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> <li>Group leader is responsible to ensure that those running the activity Self-led must have completed and signed a Self-Led Activity Registration Form for the activity.</li> <li>Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method.</li> <li>An additional competent adult should be present to supervise individuals that are not engaged on the activity.</li> </ul>	Low
Clients with additional abilities/pre-	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started.</li> </ul>	Low

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existing health issues			<ul style="list-style-type: none"> <li>Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment.</li> <li>Group leader is responsible for having access to essential medication i.e. inhalers.</li> <li>Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting.</li> </ul>	
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Ratio of 1 supervising adult plus 1 competent adult per 15 participants.</li> <li>Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout.</li> </ul>	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly equipment checks are carried out.</li> <li>Routine visual inspections completed and signed for at the start of the day and before each session by the activities team.</li> <li>If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low
Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly activity area checks are carried out.</li> <li>Routine visual inspections completed and signed for at the start of the day and before each session by the activities team.</li> <li>If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit.</li> <li>Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</li> </ul>	Low