

# Activity Risk Assessment

|  |  |                                |              |  |  |
|--|--|--------------------------------|--------------|--|--|
| <b>Name of activity, event, and location</b> | Pedal Racers & Rear Steers<br>Hertfordshire Scout Activity Centres- Includes offsite/mobile activities | <b>Date of risk assessment</b> | October 2024 | <b>Name of person doing this risk assessment</b> | Katy Pearce<br>EM HCSC<br>Reviewed by:<br>Doug Stack<br>ACM HCSC |
|  |  | <b>Date of next review</b>     | October 2025 |  |  |

| Hazard- what could go wrong?                                 | Who is at risk? | Assessment of risk | Control measures in place   | Remaining risk using control measures |
|--|-----------------|--------------------|---|---------------------------------------|
| Injury from collision with another kart                      | Participants    | Medium             | <ul style="list-style-type: none"> <li>Groups will be instructed to not deliberately collide with other users.</li> <li>The perimeter of kart track will be clearly identified and marked with tyres/ inflatable.</li> <li>Spectators must stay outside the track and not enter inside during racing.</li> <li>Supervising adult to instructor participants not to purposely collide with other karts.</li> <li>Participants to all go in the same direction on the track.</li> </ul> | Low                                   |
| Impact with other i.e., spectators                           | All             | Medium             | <ul style="list-style-type: none"> <li>Instruct those not riding to remain in the safety enclosure/waiting zone.</li> </ul>   | Low                                   |
| Impact with stationary object                                | Participants    | Medium             | <ul style="list-style-type: none"> <li>Brief participants not to aim for stationary objects.</li> </ul>   | Low                                   |
| Manual handling  | All             | Medium             | <ul style="list-style-type: none"> <li>All karts should be taken to and from the store cupboard on their wheels.</li> <li>If karts need to be lifted this must be done by 2 people following good manual handling techniques.</li> </ul>  | Low                                   |
| Injury from entanglement in the mechanism                    | Participants    | Medium             | <ul style="list-style-type: none"> <li>Guards are in place covering moving parts of the mechanism. If guard is not in place, kart should not be used.</li> <li>Routine visual inspections will be completed and signed off at the start of the day and before each session.</li> </ul>  | Low                                   |
| Injury from set up and take down (if using inflatable track) | 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                                   |

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| Sharp Objects (if using inflatable track)                    | Participants                       | Medium             | <ul style="list-style-type: none"> <li>Supervising adults must ensure all participants remove any sharp objects/glasses before using the activity.</li> </ul>   | Low                                   |
| Anchorage of unit (if using inflatable track)                | 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 the weather at the start of the day and monitored 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 recommencing.</li> <li>Sessions to 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>Keep all young people involved sitting down while not participating.</li> <li>Groups must be accompanied by a supervising adult.</li> <li>Group leader is responsible for managing the groups behaviour as 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-existing health issues | 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> <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> </ul>   | Low                                   |

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|---------------------------------|------------------------------------|--------------------|--|---------------------------------------|
|                                 |                                    |                    | <ul style="list-style-type: none"> <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>Before starting the activity an manometer reading must be used to check the air pressure and recorded if using the inflatable track.</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                                   |