

# Activity Risk Assessment

<b>Name of activity, event, and location</b>	Photo Hunt, Hertfordshire Scout Activity Centres	<b>Date of risk assessment</b>	October 2024	<b>Name of person doing this risk assessment</b>	Katy Pearce EM HCSC Reviewed by: Doug Stack 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
Going into dangerous areas or leaving site	Participants	High	<ul style="list-style-type: none"> <li>In safety briefing, explain clear boundaries and identify known hazards.</li> <li>Participants must be told to not cross fences or boundaries and not enter buildings or campsites.</li> </ul>	Low
Injuries from branches, bush and uneven ground	Participants	Medium	<ul style="list-style-type: none"> <li>Participants must look out for branches, roots and other potential trip hazards.</li> <li>Appropriate footwear must be worn.</li> </ul>	Low
Injury from vehicles	Participants	Medium	<ul style="list-style-type: none"> <li>Participants must be made aware to look out for vehicles.</li> </ul>	Low
Lost participants	Participant	High	<ul style="list-style-type: none"> <li>Provide group with clear time limits and central location, explaining what to do if participants think they are lost.</li> <li>Conduct regular head counts.</li> <li>If supervising adult is not confident in participants abilities participants must not be sent far from direct supervision.</li> <li>Participants should never go around on their own, minimum of 2 participants.</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 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 recommencing.</li> <li>Sessions to be cancelled in extreme hot or cold temperatures.</li> </ul>	Low

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
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> <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>	Low
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
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

