

Activity Risk assessment

Name of activity, event, and location	Branding Hertfordshire Scout Activity Centres	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
Burns from fire or equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Water buckets must be available in the immediate vicinity of fire. All participants must be informed that fires are very hot and that risk of burns is possible. In safety briefing, participants must be told to be careful around fire and not to run/jump/mess around etc. Fire gloves must be worn when handling brands. Area must be fenced off. Participants must not reach into the fire and not add wood to the fire unless told to do so by the instructor. 	Low
Falling into fire	Participants, Leaders, Instructors	High	<ul style="list-style-type: none"> Tell everyone to look out for branches, roots and other potential natural trip hazards. Area around fire must always be kept clear. Appropriate footwear must be worn including closed toed shoes. 	Low
Scratchers and splinters from wood	Participants	Medium	<ul style="list-style-type: none"> Participants must be warned about the possibility of splinters and told to avoid wood which looks like a hazard i.e., thorn bush. 	Low
Injury whilst collecting wood	Participants	Medium	<ul style="list-style-type: none"> Tell the group to stay in the designated boundaries. Tell group they must only collect wood off the woodland floor. Show group the size of the wood which is required and to not carry too much wood at a time. 	Low
Breathing in toxic smoke	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Burning of live trees is not allowed. Burning of plastic is not allowed. Check where the wind is blowing. If group is exposed to lots of smoke move them to a different position. 	Low

Activity Risk assessment

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
			<ul style="list-style-type: none"> Only natural wood either from the centre woodland or bagged wood from i.e., supermarket/garage should be used. 	
Fire spreading out of control	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Fires should only be lit on designated concrete bases or altar fires. No ground fires allowed. Water buckets must be available in immediate vicinity of fire. Make sure the area is clear of debris before building the fire. Do not allow fires to be built too big. At the end of the session, check fire is completely out before leaving the area. 	Low
A person catching on fire	Participants, Leaders, Instructors	High	<ul style="list-style-type: none"> Water buckets must be available in immediate vicinity of fire. Before starting participants must ensure that appropriate clothing is worn and all loose clothing is tucked away and any long hair is tied back. Instructors reserve the right to inform participants if a person's clothing is not suitable. 	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> Centre Management Team/Lead Instructors must check weather at the start of the day and monitor throughout. Sessions must be stopped if wind speeds exceed 24mph. Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing. Sessions to be cancelled in extreme hot or cold temperatures. 	Low
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups must be accompanied by a supervising adult. Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions. 	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> 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. Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method. An additional competent adult should be present to supervise individuals that are not engaged on the activity. 	Low
Clients with additional abilities/pre-	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> 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. 	Low

Activity Risk assessment

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
existing health issues			<ul style="list-style-type: none"> Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment. Group leader is responsible for having access to essential medication i.e. inhalers. 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. 	
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Ratio of 1 supervising adult plus 1 competent adult per 15 participants. Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout. 	Low
Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Monthly activity area checks are carried out. Routine visual inspections are completed and signed for at the start of the day and before each session by the activities team. 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. 	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. 	Low