

SURREY SCOUTS ACTIVITY RISK ASSESSMENT FORM

1. Briefly outline the intended activity.		2. Date and time of intended activity.		3. Location of the intended activity.	
4. List all the hazards in order of significance.		5. List the groups of people who might be harmed.		6. List the intended control measures with reference to the corresponding hazard.	
				7. List any intended first aid provisions, fire precautions or other backup arrangements.	

Continue on another form if necessary - please number each form

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SURREY SCOUTS ACTIVITY RISK ASSESSMENT FORM. ITS PURPOSE AND HOW TO FILL IT IN.

Purpose of the form

Risk assessment should be carried out at the earliest stage of planning an activity. But it should always be kept under review. This form has been designed to simplify and to standardise risk assessments. It is based on the Health and Safety Executive's publication *Five Steps to Risk Assessment*. While this publication focuses on workplaces, it is recommended reading for people who wish to carry-out risk assessments on Scouting activities.

Sources of information and general tips

Look at the latest issue of the Scout Association's *Policy Organisation & Rules* and *Factsheets* and any other relevant safety guidance material. Where appropriate, look at the latest issue of the County Directory, identify the relevant Activity Adviser, Adventurous Activity Assessor or Instructor, and seek their advice. Think about any special factors that might increase a risk or reduce the effectiveness of control measures. These might include time of day [night activities need careful consideration], length and nature of activity [tiredness may significantly increase risk], involvement of younger persons [need more supervision], weather [heat, cold, humidity, wind-chill, etc.] and special hazards of a venue [e.g., fast-flowing water, slippery surfaces, proximity to fast moving vehicles] or activity [e.g., cooking carries with it the risk of burns and scalds].

How to fill in the form

For identification purposes, each section of the form is numbered 1-9. Notes on the completion of each section follow.

Section 1. In a few words, outline the activity, e.g., abseiling at a climbing tower, rafting on the village pond, Beaver Scout sleepover at HQ, ramble on the local common.

Section 2. Give the time and date when the activity will start, e.g., start at 1600 hours on 1 April 2002; finish at 1800 hours on the same day. If all or part of the activity will take part at night, state this on the form.

Section 3. Say when the activity will start and finish, e.g., ramble - start at the car park outside the Group HQ and finish there; or ramble - start at the car park outside the HQ and finish at the St Mary's Church car park on the Common. If the activity will be at the same place throughout, put "same place throughout".

Section 4. State the hazards which you could reasonably expect to result in significant harm under the conditions of the intended activity. If you can, put them in decreasing order of severity, as you see it. For abseiling at a climbing tower:-

- [1] head injury caused by fall from height or being hit by falling object [considered to be the most severe harm because a fatality may result],

- [2] broken limb caused by fall from height [may require a long stay in hospital],
- [3] graze on hand from wooden planks on climbing tower [considered to be the least severe because it is likely to require first aid treatment only].

Section 5. List the groups of people who you think are at risk from the hazards that you have identified in Section 4, e.g., abseiling at a climbing tower: head injury - climbers; broken bones- climbers and belayers; grazes - climbers and people who assemble and dismantle the tower.

Section 6. It is expected that where there is a relevant *Factsheet*, any other relevant safety guidance material, or the appropriate County Adviser, etc., has been consulted, the control measures that are laid down, or which have been advised, should at least be implemented, together with any others that are considered to be needed. The source of advice should be stated. List the intended control measures with reference to the corresponding hazard. Again using the climbing tower example: head injury - hard hats of the recommended type; broken bones - climbers use belaying ropes and harnesses and are properly supervised and belayers have a safety line that is securely fastened; grazes - leather gloves are worn.

Section 7. With regard to back up arrangements, think about what you can do on the spot to deal with an injury or to limit harm. As an example, for a Beaver Scout sleepover: fire precautions - fire blanket and fire extinguisher available, clearly marked fire escape route and evacuation procedure that is understood by all the participants; emergencies - summon help preferably via a reliable land-line telephone; minor injuries - trained first aider with suitable first aid box available throughout the activity.

Sections 8 & 9. While it is recommended that the risk assessment should be done by a small knowledgeable team, somebody [e.g. a Cub Scout Leader] should take overall responsibility for it and should sign and date the form as the *organiser*. Another knowledgeable person [e.g., the relevant GSL or DC] should take a critical but constructive look at the assessment and, when they are satisfied, they should sign and date the form as the *reviewer*. It may then be useful, say for a large District or County event, to ask a knowledgeable independent person to look over the form and, when they are satisfied with it, to sign and date it.