

# Risk Assessment - Trustee Board Meeting followed by Group Team Leader Meeting (09/12/2024)

## All Sessions

### Alcohol

**Who is at risk?**

All

**Controls**

Read the Green Card which sets out our policy on alcohol for all adults involved in Scouting

<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/scouting-and-alcohol/>

**Review**

(no data)

### Cleaning / Polishing

**Who is at risk?**

All

**Controls**

Give clear instructions:

- Make sure nozzles are pointing the object and not your face or anyone else
- Only spray a little for what is needed and area is well ventilated (avoid asthma attacks)
- Wear gloves
- Get Scouts to read the instructions on the bottles

Wet floors need signs to remind everyone they have been cleaned

If ladders/stools needed get Scouts to check they are suitable and used correctly

**Review**

(no data)

### Disability Inclusion

**Who is at risk?**

All

**Controls**

Making reasonable adjustments is an ongoing responsibility for everyone in Scouts and these should be regularly reviewed.

Think about how you'll make the session accessible for everyone.

You may want to chat to people (and the visitor) beforehand to figure it all out.

If it's likely to get noisy and lively, you may want to organise a quiet room or space people can go if it gets too much.

Check out: <https://www.scouts.org.uk/volunteers/equity-diversity-and-inclusion/supporting-people-with-additional-needs/understanding-our-responsibilities/>

**Review**

(no data)

### For all Events / Programmes / Activities

**Who is at risk?**

All

**Controls**

- Ideally 2 first aiders
- Check first aid kit

Before meeting tell families:

- Please make sure all young people are appropriate clothing and footwear for the activity (sandals are rarely suitable).
- Please bring a refillable drinks bottle
- Hayfever sufferers to take (non-drowsy) medication before the session
- Make sure any prescribed medication e.g. inhalers, epipens is carried by young person if usually responsible or designated adult Scout volunteer
- If anyone has any allergies please check that the leadership team know ASAP, we can provide alternatives if we have notice
- InTouch Contacts: Leader, Name 00000 000000 or Group Scout Leader 00000 000000 (add to programme area so that parents can see)
- Please make sure all emergency contact details are updated/correct
- Fire Evacuation practice must be done at the start of each half term
- Report injuries in 'accident book' any injuries, if a hospital visit has been needed (even after the event/meeting) also inform GSL & HQ ASAP
- Refer to Scouts (purple) card 'What to do in an emergency...':  
[www.scouts.org.uk/volunteers/stayingsafe-and-safeguarding/safe-scouting-cards/safe-scouting-and-emergency-procedures/](http://www.scouts.org.uk/volunteers/stayingsafe-and-safeguarding/safe-scouting-cards/safe-scouting-and-emergency-procedures/)

**Review**

(no data)

**Free Time****Who is at risk?**

All

**Controls**

- Assess the location before activity begins so potential issues are considered and controlled
- Set clear boundaries
- Remind all participants of expectations of behaviour
- Communicate / arrange a set time limit
- Communicate / arrange set check-in times where we all meet at an agreed meeting point
- If there are doubts about any groups, set a shorter check in time limit
- Tell young people where a leader will be at all times. Use a landmark or a place that's easy to remember
- Remind young people about the importance of staying in their groups
- Choose groups that will work together (check personalities in group), discuss any issues and make changes if needed
- Agree signal for returning to base (such as a whistle or mobile phone)
- Participants to wear / carry appropriate clothing and footwear
- When it is down time between main activities make sure they are supervised and if possible, have some simple small activity or game
- Remind young people what to do in an emergency
- Have at least four young people in each group so two can go back to leader for help while one stays with the injured person

**Review**

(no data)

**Hall Hire****Who is at risk?**

All

**Controls**

- Please see all current hall hire risk assessments on our website: **\*\*ADD\*\***
  - Leave immediately or do not enter any situations or premises if they feel unsafe
  - Report any concerns, lone working incidents or near misses to your line manager (Sam Elliott 07873762035)
  - Report any safety practices that need to be improved or risks not otherwise identified
- 
- An adult to have a look around the site before the meeting just to check for physical dangers and/or signs of inappropriate behaviour
  - Leave doors closed throughout the meeting, if someone then needs to enter they will knock or you will hear the door open and you will know who has entered the building
  - If using any equipment please check it is working before session starts

#### Lone working within Scouting

(<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/lone-working-within-scouting/>)

- Please make sure all adult volunteers emergency health and contact records are up-to-date
- Assess the risks involved in conjunction with the individual. You should be aware that some tasks may be too difficult or dangerous to be carried out unaccompanied and they should be willing to adapt or not undertake the activity if necessary. When assessing the risk you should consider:  
the environment – location, security, access  
the activity – nature of the task, any special circumstances  
the individuals concerned  
any other special circumstances
- Please message another Scout Volunteer to let them know what activity you are undertaking by yourself. Let them know how long you will be and message when you are finished. If the activity is of a higher risk (loading equipment from stores) please check in with them throughout pre-agreed timings (for example every 1/2 hour).
- Ensure there is an appropriate means of communication. If taking a mobile phone, check it is fully charged and (for pay-as-you-go), has sufficient credit and is switched on
- Consider locking premises when they are working or volunteering alone
- Report any concerns, lone working incidents or near misses to their line manager

#### Review

(no data)

## Lone Working

#### Who is at risk?

All

#### Controls

(<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/lone-working-within-scouting/>)

- Please make sure all adult volunteers emergency health and contact records are up-to-date
  - Leave immediately or do not enter any situations or premises if they feel unsafe
  - Report any concerns, lone working incidents or near misses to your line manager (Sam Elliott 07873762035)
  - Report any safety practices that need to be improved or risks not otherwise identified
- 
- Assess the risks involved in conjunction with the individual. You should be aware that some tasks may be too difficult or dangerous to be carried out unaccompanied and they should be willing to adapt or not undertake the activity if necessary. When assessing the risk you should consider:  
the environment – location, security, access  
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  - Please message another Scout Volunteer to let them know what activity you are undertaking by yourself. Let them know how long you will be and message when you are finished. If the activity is of a higher risk (loading equipment from stores) please check in with them throughout pre-agreed timings (for example every 1/2 hour).

- Ensure there is an appropriate means of communication. If taking a mobile phone, check it is fully charged and (for pay-as-you-go), has sufficient credit and is switched on
- Consider locking premises when they are working or volunteering alone
- Report any concerns, lone working incidents or near misses to their line manager

**Review**

(no data)

## Manual Handling - lifting, putting down, pushing, pulling, carrying or moving loads

**Who is at risk?**

All

**Controls**

Look at Government website for good practice and guidance on manual handling  
<https://www.hse.gov.uk/msd/manual-handling/index.htm>

- avoid hazardous manual handling, so far as reasonably practicable
- assess the risk of injury from any hazardous manual handling operations that cannot be avoided
- reduce the risk of injury from hazardous manual handling to as low as reasonably practicable

**Review**

(no data)

## Parent Helpers - Inappropriate behaviour/language

**Who is at risk?**

All

**Controls**

Share the below with Parents:

We rely on parents/carers to support our programme and enable us to continue to provide safe activities for our members, so thank you for coming along to this session!

Please read the Young People First - Yellow Card | Scouts and follow the guidance it contains  
<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-peoplefirst-yellow-card/>

At the beginning of the meeting parent helpers will be briefed by the section leader on the planned activity and risk assessment, if you haven't had this information please ask.

How you can help this evening:

- keeping the group together (if outdoors)
- repeating instructions to a smaller group of young people
- explaining the activity should a young person not understand what they are doing
- if you see something that does not look right or looks dangerous speak to a Leader
- we do have young people with extra needs and challenging behaviour, please use appropriate language and behaviour at all times!
- try not to gravitate towards your own child. Give them space to express themselves and gain confidence, you're there to help everyone and while your child may gravitate towards you this may be counterproductive for them and you.
- do not put yourself in a situation where you are one to one with any child or young person.
- if a young person says anything to you, which causes concern please do not question them but speak to one of the leaders or contact the Group Scout Leader.

Please make sure you are NEVER ALONE with a young person!

We hope you enjoy your session!

**Review**

(no data)

## Plan B - not being able to do planned activity

### Who is at risk?

All

### Controls

- For weather reasons; try and relocate
- For boredom - play games, team building name games
  
- Set clear boundaries
- Remind all participants of expectations of behaviour
- Assess the location before activity begins so potential issues are considered and controlled
- Check all equipment is working well (serviced if needed) before use

### Review

(no data)