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| HEALTH & SAFETY RISK ASSESMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Person conducting assessment:  Your Name | | | | | |
| **1st Park Street Scout Group:** | | | | | | | | | Risk Assessment No: 001 | | | | | | | | | | | | | | | | | | |  | | Date 24/02/2017 | | | | | |
| Activity: Sample | | | | | | | | | Location: Sample | | | | | | | | | | | | | | | | | | |  | | Person Supervising: xx | | | | | |
|  |  | | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | |  | | | | | |
| Persons Exposed: | Leaders/Helpers: xx | | | | | | | | Section Members: xx | | | | | | Public /visitors: xx | | | | | | |
| Other: | | | | | | | | Total no. of persons at risk: xx | | | | | | | | | | | | | | | | | | | |  | | **Notes**  1. Likelihood of harm: Likely=3, possible=2, Unlikely=1  Severity of harm: Major injury=3  Notifiable occurrence=2  Minor injury=1   1. If following controls there remains a result greater than or equal to 4 in column 7, refer the assessment for a review of the controls. Further controls should be implemented to reduce the degree of risk. | | | | | |
| **HAZARDS WHICH CREATE POTENTIAL FOR HARM** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Heat | | X | |  | Electricity | | | | | | X |  | | Exhaustion/Fatigue | | | X | |  | | Cold & Hypothermia | | | X | |  | |  | |
|  | |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | |  | |
| Sharp Objects | | X | |  | Fumes/Gas | | | | | | X |  | | Dehydration | | | X | |  | | Cutting (sawing etc) | | | X | |  | |  | |
|  | |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | |  | |
| Bed Wetting | | X | |  | Water (ie Weils) | | | | | | X |  | | Manual Handling | | | X | |  | | Falling objects | | | X | |  | |  | |
|  | |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | |
| Adverse Weather | | X | |  | Abrasion | | | | | | X |  | | Noise >75db | | |  | |  | | Flying particles | | | X | |  | |
|  | |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | |
| Slips/Trips/Falls | | X | |  | Collision | | | | | | X |  | Burns | | | X | |  | | Chemicals/Substances | | |  | |  | |  | |  | | | | | |
|  | |  | |  |  |  | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | |
| Falls from level (ground) | | X | |  | Ingestion | | | | | | X |  | | Lighting Levels | | | X | |  | | Sickness | | | X | |  | |
|  | |  | |  |  | | | | | |  |  | |  | | |  | |  | |  | | |  | |  | |
| Coach None Arrival | | X | |  | Vehicular Crash | | | | | | X |  | | Vehicular impact | | | X | |  | | Travel Delays | | | X | |  | |
|  | |  | |  |  | | | | | |  |  | |  | | |  | |  | |  | | |  | |  | |
| Medical condition as stated on medical form | | X | |  | Cross Contamination  (Food) | | | | | | X |  | | Anaphylaxis  Reaction | | |  | |  | | Spare | | |  | |  | |
| Other (specify): …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The above list is not exhaustive. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **HAZARD** | | | 1 | | | | 2 | | | 3 | | | | 4 | | | | | | | | | | | | | | | | | 5 | 6 | 7 | 8 | |
| Factors of Harm | | | | | | | Risk  Multiple of columns 1 × 2 | | | | CONTROL MEASURES | | | | | | | | | | | | | | | | | Likelihood  See note 1 | Severity  See note 1 | Residual risk  Multiple of columns 5 × 6 | Control measures implemented by (name) | |
| Likelihood see note 1 | | | | Severity see note 1 | | |
| **To & From Camp** | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | |  |  |  |  | |
| Coach None Arrival | | | 3 | | | | 3 | | | 9 | | | | Confirm booking 24hrs before pick up have emergency company number and coach driver’s mobile number. | | | | | | | | | | | | | | | | | 1 | 1 | **1** | Camp Leader Coach Leader | |
| Vehicular impact  (Car Park / Boarding) | | | 3 | | | | 3 | | | 9 | | | | Make sure that cubs are held in a safe area within the car park before boarding the coach and that they aren’t running around when cars are moving to and from. | | | | | | | | | | | | | | | | | 1 | 1 | **1** | Coach Leader | |
| Vehicular impact (Traveling) | | | 3 | | | | 3 | | | 9 | | | | Make sure that all group members are within their seats for the journey and using the coach seat belts. Use in touch contact is something happens. | | | | | | | | | | | | | | | | | 1 | 1 | **1** | Coach Leader | |
| Travel Delays | | | 3 | | | | 3 | | | 9 | | | | If there is a delay in leaving use the packs Facebook pages to relay this information and an eta. Let camp leader know so he can travel to pick up point to talk to parents. | | | | | | | | | | | | | | | | | 1 | 1 | **1** | Coach Leader | |

HEALTH & SAFETY RISK ASSESMENT Cont. 1

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Factors of Harm | | Risk  Multiple of columns 1 × 2 | CONTROL MEASURES | Likelihood  See note 1 | Severity  See note 1 | Residual risk  Multiple of columns 5 × 6 | Control measures implemented by (name) |
| Likelihood see note 1 | Severity see note 1 |
| **Camping** |  |  |  |  |  |  |  |  |
| Cold | 3 | 3 | 9 | If the weather turns make sure all children wrap up warm and have hot drinks.  Instead of PJ’s tell them to wear jogging bottoms and long sleeves for sleeping. | 1 | 1 | 1 | All Leaders |
| Bed Wetting | 3 | 3 | 9 | Make sure the all cubs go to the toilet before going to bed. If any have problems make sure you adhere to parents practice. Have spare sleeping bags available. | 1 | 1 | 1 | All Leaders |
| Slips/Trips/Falls | 3 | 3 | 9 | Perform a safety talk on arrival at camp and to show them the area and the hazards such as the guy lines of the tents etc. | 1 | 1 | 1 | All Leaders |
| Adverse Weather | 3 | 3 | 9 | If weather is of an extreme request camp site for shelter in one of their buildings. | 1 | 1 | 1 | All Leaders |
| Falling objects | 3 | 3 | 9 | Due to camping within a wooded section sticks my fall and so brief all members that this is a risk. | 1 | 1 | 1 | All Leaders |
| Home Sickness | 3 | 3 | 9 | Try to keep those that maybe suffering entertained. Have two leaders talk with the child and see if a phone will sort the problem out. | 1 | 1 | 1 | All Leaders |
| **Activities** |  |  |  |  |  |  |  |  |
| **Open fire cooking** |  |  |  |  |  |  |  |  |
| Heat & Burns |  |  |  | Guidance in correct methods of use & possible supervision in the use of all fire starting methods and how to fuel and control wood fires. |  |  |  |  |
| Slips/Trips/Falls |  |  |  | Warn if ground is slippery and there is no running around the fires. |  |  |  |  |
| Manual Handling |  |  |  | Guidance in correct lifting methods of cooking equipment to and from the fire. |  |  |  |  |
| Sharp Objects & Cutting |  |  |  | Guidance in correct methods of use & possible supervision in the use of all sharp cutting implements |  |  |  |  |
| Flying particles |  |  |  | Warning and guidance of the type of particles that could fly from a open fire or cooking materials |  |  |  |  |
| Cuts, Bruising & Severing |  |  |  | Only persons that have been trained by an adult & have achieved the agreed level of skill can unsheathe and use a hand axe or saw. Sturdy leather footwear must be worn by anyone using an axe. The axe should be suitably sheathed or the entire cutting edge planted securely in a log. Unless it is being held and in use. Axe/saw work should only be cared out in a clearly defined & suitably sized area and marked chopping area. The person using the axe is responsible for ensuring that only they are in the defined area unless in an emergency or under instruction. The axe must be visually inspected prior to use to check for damage to head and / or handle. |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Factors of Harm | | Risk  Multiple of columns 1 × 2 | CONTROL MEASURES | Likelihood  See note 1 | Severity  See note 1 | Residual risk  Multiple of columns 5 × 6 | Control measures implemented by (name) |
| Likelihood see note 1 | Severity see note 1 |
| Adverse Weather | 3 | 2 | **6** | Axe handles /saws & users hands should not be wet / too cold so as to avoid slipping when in use. No axes or saws are to be used in the rain. | 1 | 2 | **2** | All Leaders |
| Lighting Levels | 3 | 2 | 6 | The use of the axe or saw should only be carried out in good lighting conditions | 1 | 2 | 2 | All Leaders |
|  |  |  |  |  |  |  |  |  |
| Hiking |  |  |  |  |  |  |  |  |
| Heat & Dehydration | 3 | 2 | 6 | Suitable clothing and sun protection to be worn. More than enough fluids to be taken for the duration of the hike. | 1 | 2 | 2 | All Leaders & Child |
| Cold & Hypothermia | 3 | 2 | 6 | Suitable clothing to be worn. Keep a sensible pace & keep together. Extra clothing, space blanket and a flask of hot drink to be cared. | 1 | 2 | 3 | All Leaders |
| Slips/Trips/Falls | 3 | 2 | 6 | Suitable foot wear for terrain to be worn. Safety talk prior to hike and instruction of foot placement in certain conditions. | 1 | 2 | 2 | All Leaders & Child |
| Falls from level (ground) | 3 | 2 | 6 | Route to try as best to avoid any natural or manmade obstacles that could result in falls from high level such as cliffs or viaducts | 1 | 2 | 2 | All Leaders |
| Adverse Weather | 3 | 2 | 6 | Weather reports must be checked prior. Appropriate equipment and clothing should be worn and carried. It condition too bad hike must be cancelled. | 1 | 2 | 2 | All Leaders |
| Exhaustion/Fatigue | 3 | 3 | 6 | A suitable resting spot should be found and used during the hike. | 1 | 1 | 1 | All Leaders |
|  |  |  |  |  |  |  |  |  |
| Camp fire |  |  |  |  |  |  |  |  |
| Heat | 3 | 3 | 9 | Position children & leaders far enough away from fire. Camp fire is ran by the camp site. View their risk assessment. | 1 | 2 | 3 | Camp site officials & All Leaders |
| Burns | 3 | 3 | 9 | Other than the person tending the fire no one is to approach the fire.  Fire is ran by the camp site so no one should tend the fire. | 1 | 2 | 3 | Camp site officials & All Leaders |
| Flying particles | 3 | 2 | 6 | Due to position of children & Leaders this should be minimal | 1 | 2 | 3 | Camp site officials & All Leaders |
| Cold | 2 | 2 | 4 | Everyone to be in warm clothing and sitting off the ground. There are static benches around the sites camp fire. | 1 | 1 | 2 | All Leaders |
| Adverse Weather | 2 | 1 | 2 | If raining or excessive wind do not have the camp fire. We shall not attend the camp fire if the weather is too poor. | 1 | 1 | 2 | All Leaders |

HEALTH & SAFETY RISK ASSESMENT Cont. 2

HEALTH & SAFETY RISK ASSESMENT Cont. 3

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Factors of Harm | | Risk  Multiple of columns 1 × 2 | CONTROL MEASURES | Likelihood  See note 1 | Severity  See note 1 | Residual risk  Multiple of columns 5 × 6 | Control measures implemented by (name) |
| Likelihood see note 1 | Severity see note 1 |
| Slips/Trips/Falls | 2 | 1 | 2 | To make sure everyone walks slowly and with touches on and pointing to the floor. | 1 | 1 | 2 | All Leaders |
|  |  |  |  |  |  |  |  |  |
| Bouldering |  |  |  |  |  |  |  |  |
| Bouldering | 2 | 2 | 4 | View camp site risk assessment. | 1 | 2 | 2 | All Leaders |
|  |  |  |  |  |  |  |  |  |
| **Medical** |  |  |  |  |  |  |  |  |
| Cross Contamination  (Food) | 2 | 3 | 3 | Due care when cook needs to be taken with any member who requires special dietary needs. Separate cooking equipment should be used and the correct produce purchased. | 1 | 3 | 3 | Medical administrator and all leaders |
| Anaphylaxis reaction | 1 | 3 | 3 | Medical administrator (or another leader) to administer epi-pen whilst other leaders remove other cubs from situation and call ambulance. | 1 | 3 | 3 | Medical administrator and all leaders |
| Epi-pen difficult to access | 1 | 3 | 3 | Medical administrator carries epi-pen when away from scout site and is in same activity group as susceptible child. All leaders are aware of location of epi-pen on site. Spare pen to be brought if practical. If required 999 call must be done. | 1 | 3 | 3 | Medical administrator and all leaders |
| Asthma attack | 2 | 3 | 6 | Ensure inhalers carried in first aid kit at all times and leaders know to access them.  If attack is severe medical administrator to say with chid, other leaders to remove other cubs from setting and call emergency services. | 1 | 2 | 2 | Medical administrator and all leaders |
| Hay fever | 3 | 1 | 3 | Medical administrator to make sure preventative is taken for all affected cubs. Check pollen levels prior to trip. | 1 | 2 | 2 | Medical administrator |
|  |  |  |  |  |  |  |  |  |
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