

148th Bristol (1st Stockwood) Scout Group – General HQ Risk Assessment

Event / Venue Details	HQ, Harrington Road	Venue Leader	Andy Dyer
Date of Risk Assessment	3 rd September 2018	Others Involved in Assessment	
Version No.	Issue 1	Review Date	3 rd September 2019

This document has been completed to provide a risk assessment for the 148th Bristol (1st Stockwood) Scout Group HQ. It should be read and understood by all Group Leaders and those using the HQ for Scouting activities or private bookings. It will be reviewed and updated regularly and available on request to anyone.

It should be noted this document forms only a part of the mechanism for safety and that risk assessments should be ongoing throughout the meetings. The goal is to encourage a culture of dynamic risk assessment, not just through written documents but by involving all participants, especially the young people in thinking about safety by identifying risks and hazards and discussing what can be done to address them.

The Risk Assessment is presented in seven columns.

- Hazards– This section details the hazards associated with the risk
- Who could be harmed?
- L – This section details the **Likelihood** that the identified hazard might happen. From 1 = very unlikely through to 5 = Almost certainly going to happen
- S – This section details the **Severity** of the hazard, should it occur. From 1 = Very minor concern through to 5 = Very serious
- R – This section multiplies the Likelihood with the Severity to determine a **Risk** rating. This rating should be used to prioritise safety management and resources.
- Measures to reduce or manage risk – This section is to consider the ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.

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Hazard	Who Could be Harmed?	L	S	R	Measures to Eliminate, Reduce or Manage risk	Responsibility
<i>Fire – refer to specific Fire Risk Assessment</i>						
Slips, trips & falls - cuts, bruises, abrasions, sprains	Children / Young Leaders / Leaders / Other Adults	3	3	9	Good housekeeping Suitable supervision to be provided First Aiders / First Aid Kits available	Adult in Charge
Kitchen - Burns, scalds, knife cuts, broken glass	Children / Young Leaders / Leaders / Other Adults	2	3	6	Ensure a competent adult is overseeing the young people. Ensure the level of supervision and number of people in the kitchen is appropriate for the ages of those involved. Ensure that safety rules are discussed and understood (involve the young people in identifying the hazards and discuss the methods to reduce the risks). Consider the need to limit access to the kitchen to only those involved in the activity. Ensure when cooking, long hair is tied back and clothes are suitable. Ensure everyone understands the activity taking place and their roles within that activity. Recognise and allow for the capabilities of the young people involved. Hot drinks to not be left attended near the young people.	Adult in Charge
Access to the loft areas – fall from height	Children / Young Leaders / Leaders / Other Adults	1	5	5	Access to be limited to Scouts, Young Leaders & Adults Ladder to be correctly secured Suitable supervision to be provided	Adult in Charge

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Hazard	Who Could be Harmed?	L	S	R	Measures to Eliminate, Reduce or Manage risk	Responsibility
Manual Handling – back / muscle injuries / strains	Children / Young Leaders / Leaders / Other Adults	2	4	8	Suitable supervision to be provided Two people lift to be used when necessary	Adult in Charge

NOTE: Specific activity & camp risk assessments are to be undertaken by the leader in charge.