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| **Name of activity, event, and location** | **Xx Ormskirk Scout Group – Indoor nights away**  Remember – this is just a starting point for you to assess the risk of your event and you will need add or take away hazards & controls according to your own findings. **Focus on significant risks.** | **Date of risk assessment** |  | **Name of person doing this risk assessment** |  |
| **Date of next review** |  |

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| **What hazard have you identified? What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  leaders,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk from it.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review. |
| **Transport to and during event.** | All using Scout provided or organised transport | You can expect to rely on the safety of transport provided either by a commercial operator or by a parent or supporter in a private capacilty.  Some basic checks are made on communal road transport using volunteer drivers: -  Driver’s licence qualification  Basic vehicle safety checks (Tyres, brake function, lights, seat belts) | A pre-driving checklist is included in the RoSPA document: -  <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf> |
| **Adventurous Activities during the event** | All joining or affected by the activity | Adventurous activities. See this list: -  <https://cms.scouts.org.uk/media/19648/activity_permit_list-jan-23.pdf>  All Scout led adventurous activities will be provided and supervised by an adult with the appropriate permit operating within any restrictions on their permit. | Externally provided activities must be provided and supervised by a provider holding the relevant accreditation or qualification.  Check here: -  <https://www.scouts.org.uk/activities/?orderBy=title%20asc&category=Adventure> |
| **Special activities requiring external qualifications or special arrangements** | All joining or affected by the activity | Scout led activities otherthan adventurous activities but requiring an external qualification (such as target shooting, swimming etc.) will be provided and supervised as required in: -  <https://www.scouts.org.uk/por/9-activities/#9.12.4> | Externally provided activities must be provided and supervised by a provider holding the relevant accreditation or qualification  Check here: -  <https://www.scouts.org.uk/activities/?orderBy=title%20asc&category=Adventure> |
| **Site features –**  Risk of injuries from:  Natural features  Plant & equipment | All present | Check out the access to site, the boundaries and any features that may present a risk – for example: activity areas, rock edges, rivers, ponds/lakes, car parks.  Be aware of maintenance areas, machinery etc.and warn young people.  Be clear on arrival if any areas are out of bounds to young people when unsupervised  Ensure appropriate footwear is worn at all times. Avoid barefeet unless activity specific.  Indoors – Check smoke and [carbon monoxide](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/using-gas-safely/carbon-monoxide/) detectors are working.  Electrics – visual check there are no bare wires and sockets are not overloaded.  Discuss immediately with site management if problems found. |  |
| **Fire Risk** | All present and any other building users | **The Leader planning the sleepover has the responsibility to ensure that suitable fire safety measures are in place so that people who may be asleep are alerted to a fire and can escape safely.**  You are entitled to expect that ANY premises made available to you which has a fixed gas and/or electricity installation will have records of their periodic inspection by a competent person and that any portable electrical or gas appliances made available for you to use have been appropriately safety tested.  **Any premises used for a sleepover must have a Fire Risk Assessment**. If the premises are designed for or habitually used for sleepovers you can expect that this risk assessment will have identified this risk and have appropriate controls. You should get a copy of this risk assessment and familiarise yourself with it and your obligations under it.  **Other premises not designed as sleeping accommodation** should also have a Fire Risk Assessment for their principal use e.g. Scout HQ, Village Hall, Museum etc.  This FRA may not have identified any risks from sleepovers and the Leader In Charge must undertake their own assessment.   1. You will need to be familiar with the premises 2. You will need to know whether there are any other users on site during your sleepover. 3. If there is any Automatic Fire Detection (AFD), manual call-points or emergency lighting you need to know their location and how to use them. 4. Identify people who may be at risk including children and people with disabilities who may not respond to an alarm or who may need help to evacuate in the event of a fire. 5. Decide whether the means for detecting a fire and alerting people are adequate. In a simple building this might be simply someone shouting “Fire”. But you will need to take into consideration alerting people in different rooms or locations in the building if you are using them. If you decide there is significant risk of fire not being detected you may wish to take some portable, battery powered, smoke and (for kitchens) heat detector/alarms. If you are not satisfied with the fire precautions then you should not hold the sleepover. 6. If there is no emergency lighting ensure that handheld torches are provided as a minimum to illuminate escape routes. 7. Check that the escape routes and exit doors are sufficient and are not locked. Make sure the escape routes are not obstructed, that exit doors open easily and that fire doors are kept closed and not wedged open. 8. Be aware of the location and operation of any fire extinguishers. If there are none the LIC should bring a portable fire extinguisher with them. 9. Have and practice a clear evacuation plan. |  |
| **Water & Waste –**  Infection & vermin | All present | Is there an appropriate source of fresh, drinkable water – is the tap water suitable for drinking?  What facility is in place for disposing of waste and food? |  |
| **Toilets & showers -**  Safeguarding issues,  Waterborne disease | Young people and leaders | Ensure tioilet facilities provide appropriate use by dividing sexes and adults/YP as much as possible.  Provide appropriate disposal for feminine hygiene products.  Check with the site how they are they adequately managed for the risk of [Legionella](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-water-risks-of-legionella/)? |  |
| **Vehicles & people**  Risk of collision & injury | All present | Restrict vehicle access to pedestrian areas as much as possible.  YP to carry kit to accommodation. Make more than one trip if needed.  Use trolleys if provided  Have person / team to manage vehicles if needed. |  |
| **Heavy loads and items** - Back or other injuries to adults and young people | All present | Split equipment loads down to smaller bits if possible.  Supervise YP carrying bigger items – use a trolley if available.  Remind people how to lift and carry safely.  All lifting and dropping of heavy items to be supervised by adults |  |
| **Safe Access and exits** | All present | Make sure all routes and doors used for evacuation are kept clear at all times – both inside and outside (move cars or other obstructions).  Identify suitable assembly point  Brief all to know what the evacuation plans are and practise when you arrive. |  |
| **Doors –**  Access, entrampent | All present | Warn young people & adults about trapping fingers in doors hinges and about closing of doors (particularly younger age groups).  Encourage use of slow door closers or covers on hinges. |  |
| **Trip hazards, Slips** –  Tripping on guy lines and tent pegs, boxes, natural items | Young people and leaders | Instruct and enforce “No running” rules around building.  Keep areas clear of bags, obstructions, sharp items.  Check surfaces for spillages – especially kitchen and bathrooms – and have a plan and equipment for clearing them up. |  |
| **Sleeping facilities -**  Safeguarding issues  Injuries from furniture | Young people and leaders | Ensure sleeping facilities provide appropriate division of adults and young people.  Discuss sleeping arrangements for young people with young people and parents to ensure everyone is happy with plans.  Brief and monitor behaviour with bunkbeds, and take care of edges (e.g. tables, storage units)  Ensure young people can safely enter and exit their sleeping area (bunk bed, small tent) without causing harm. |  |
| **Food –**  Food poisoning | Young people and leaders | Ensure full prior knowledge of allergies and dietary requirements and that these are met.  **Be aware of the potential for campers’ own supply of food being shared and presenting unappreciated risk.**  Ensure correct storage and handling of food.  Check HQ guidance on [Food Safety](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/keeping-safe-at-camp/guidance-for-food-safety/)  All to clean hands thoroughly before and after food preparing and before consuming food. |  |
| **Tables –**  Risk of collapse during cooking and activity |  | Check tables are properly and safely put up, eg: legs locked, trestles stable, put small table feet on boards if used on grass, ensure level and stable. |  |
| **Cooking –**  hot surfaces  Hot liquids, Cooking fats  Risk of fire /  Burns | Young people and leaders | Check the kitchen area is safe and hygienic.  Confirm with site management that servicing and compliance of kitchen equipment is up to date.  Keep area clear of obstructions and young people (unless designated to help)  Maintain good ventilation.  Familiarise team with fire fighting equipment and and emergency shut off plans.  First aid kit in kitchen – call First Aid leader if required. |  |
| **Bugs & Dirt –**  Dirty utensils  Hygiene  Food poisoning | All present | Leaders ensure good hygiene standards and brief young people on the importance of maintaining throughout the residential (identifying specific risks for the location, for example ticks).  Wash hands after going to loo and all outdoor activities and before eating.  Hand washing area regularly maintained by leader team.  Make sure to use clean cooking / eating utensils. |  |
| **Behaviour** – risk of overexcitement, especially at the start of camp. | All present | Follow the section code of conduct that sets clear expectations of behaviour. Leaders be aware and manage group behaviour.  [Free time](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/) (unstructured activity) should be managed and have some level of supervision as, lack of it, is a frequent cause of incidents. |  |
| **Appropriate adults –**  Injuries from poor management of camp, activities and facilities | All adults | Ensure all leaders and adult helpers have completed appropriate personal enquiry checks.  Event run by a leader with correct Nights Away Permit.  Appropriate adult: child ratios are in place.  Nights Away risk assessment logged with DC.  Make sure adequate rest time is built in for leaders, with a ‘peaceful space’ away from the general hubbub. |  |
| **Activities** | All present | Produce separate risk assessments for your activities.  Check the suitability of activities for those taking part – including age appropriate.  Check [Activities A-Z](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/general-activity-guidance/) to see if any need Permits or qualifications to run them.  Have you got a suitable area to run these?  Free time and unstructured activities - have a suitable plan for supervision. |  |
| **Incidents –**  Risk of prolonged/increased injuries from lack of management | All present | Suitable first aid cover is in place.  Details of emergency department of hospital and local doctors.  Ensure robust InTouch process is in place  Medication to be stored securely and leaders to supervise schedule of taking medicines  Be aware of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals |  |
| **Infection control**  **(inc covid 19 precautions)** | All present | Anyone with symptoms of a respiratory infection who has a high temperature or who does not feel well enough to carry out normal activities will be advised to stay at home and not join the event.  Any person developing symptoms of respiratory infection during the event should sleep in separate accommodation and should maintain social distancing as far as practicable. When in a confined space with others a FFP2 face covering should be worn.  If a child or young person has a positive COVID-19 test result they should not join a nights away event for 3 days after the day they took the test  Children and young people who are home contacts of someone who has a positive COVID-19 test will not be prevented from attending an event.  Adults with a positive COVID-19 test result will not join a nights away event for 5 days after the day they took the test. | Unvaccinated adults and vulnerable people will be identified and will take the following precautions.  They should have separate sleeping spaces, sharing only with family members.   * Be advised to get vaccinated against COVID-19 – everyone aged 12 and over can [book vaccination appointments](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination-old/book-coronavirus-vaccination/) now * wait for at least 14 days after you've had your 2nd dose of a COVID-19 vaccine before meeting with people. * meet people outside if possible. * open doors and windows to let in fresh air if meeting people inside. * limit the number of people you meet and avoid crowded places. * wear a face covering in shops, on public transport and when it's hard to stay away from other people (particularly indoors or in crowded places)   wash your hands with soap and water or use hand sanitiser regularly throughout the day |
| **Contingency Arrangements** | **All joining in alternative contingency activity** | **If a planned activity cannot be undertaken or completed and alternative activities, venues or locations are used these, if not covered by the event risk assessment, will be separately risk assessed by the event leadership team and communicated to participants. The event authorising commissioner and GSL/DESCOMM, if not present will be notified of significant departures from planned activities etc.** | **Contingency risk assessments will be recorded. (Notes, voice notes, email etc) and retained.** |
| **What other hazards arising do you need to consider?**  **This risk assessment does not cover the specifics of the activities being undertaken whilst away which will require their own.**  **There are** [**examples**](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/) **to use as a starting point** | | | |