# 2nd Goring and Streatley Scout Group Risk Assessment

Assessor and Position:

Date Assessed:

## Section Meeting, usual meeting place - Morrell Room

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| **Significant Hazards and Associated Risks** | | **Those who might be harmed** | **Control Measures** |
| **Lone working** – if leaders are in the building on their own before others arrive and an incident happens, others may not be aware | Leaders | * Leaders arrive at agreed times. * If leaders arrive early, for example, to get changed, they do not engage in risky activities until other arrive. * Adults carry mobile phones with them in case of an incident. |
| **Tables and chairs (and other obstructions) –** injuries to people setting up, moving, or collapsing the items. | Members and leaders | * Leaders oversee setting up and moving tables and chairs. * No one carries tables alone. * Stack chairs facing side to the wall so they don’t fall. Stacks should not stacked excessively high (around six depending on the type of chair) * Leaders help with stacking and unstacking chairs. * Leaders set out tables and chairs at the start of the meeting (based on planned activities) and push them against the walls until needed. |
| **Floor –** slips, trips, falls. | All present | * Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury. * Make sure everyone is wearing appropriate footwear and it is secured to his or her feet (checking laces etc. is part of inspection). * Put a doormat at the entrance. Encourage everyone to wipe shoes on arrival, especially if wet. |
| **Banging Head –** cupboards etc. on wall | Members | * The cupboard on the wall with the bells in it is at just the right height for cubs and younger scouts to bang their heads on it (corners are quite sharp). When games involve running around, a leader can reduce the risk by standing next to it. |
| **Traffic** – injuries from collisions between vehicles and people. | Members, leaders and parents | * Parking in church lane can be problematic. Brief parents and carers on safe arrival and departure process. * Leader supervises from the entrance to make sure members arrive in the building safely. * Road safety is part of the programme. |
| **Behaviour** – overexcitement, especially at start and end of the evening. | All present | * Law and promise set clear expectations of behaviour. * Were possible, run a filler activity for members before grand howl/flag break, as they arrive to provide focus. * Have a clear waiting area for collection. Leaders tell young person when their parent or carer has arrived to collect them. * BM/CM/SM or duty leader monitors timings in the meeting to make sure activities flow from one to the next (and identify need for filler activities). |
| **Security** – intruder access to the building or member leaving unattended. | Members and leaders | * Leaders close all doors to help prevent unauthorised departure and access once all of the members have arrived. Leaders keep all members in the main hall unless going to the WC in which case the member should tell a leader before doing so, or when other arrangements are in place. Fire doors have push bars in case of evacuation.. * Leaders carry mobile phones. Duty leader has access to member details (via OSM) in case of emergency. * Clear communication between leaders and parents and carers so leaders are sure that members have been collected, or (for scout age and above) they are making their own way home. |
| **Kitchen** – injuries from heat sources and sharp items. | All present | * Limit access to the kitchen to adults only unless part of a programmed activity. |
| **Chemicals** – injuries from misuse of cleaning materials. | All present | * Limit access to chemicals used for cleaning by locking away from (or putting out of reach of) member. * Adults supervise any use of cleaning chemicals, including washing up and so on. |
| **Fire** | All present | * Adults check all fire exits and escape routes to make sure they are unlocked and clear before participants arrive. * Leaders know what to do in the event of a fire and where the emergency assembly point is. * Fire Assembly point is Church Lane, near the entrance of the church * There is a clearly marked fire exit with a push bar in the middle of the main Hall. * There are other exits with push bars at each end of the Morrell Rooms. |
| **First Aid** | All presents | * Leaders are first aid trained * First aid is part of training * First aid kit in cupboard |