

## Easter Extravaganze Event - Risk Assessment

Risk Assessment Completed by: Rachael Brown  
 Date of Risk Assessment: 4/4/2026  
 Date of Next Review: 4/2027 (next Easter)

Hazard	What are the Risks	Who is at risk?	What are you going to do about it?	Review & revise
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, adult volunteers, visitors	How are the risks already controlled? What extra controls are needed? How will they be communicated to participants?	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.
<p style="text-align: center;"><b>Safeguarding</b></p> This is a public event where not all adults will be DBS checked or have completed safeguarding training	Adult on Child Abuse Child on Child Abuse	Young People	Scouts UK Safeguarding guidelines (Yellow Card) clearly visible in Church Hall and all parents of our members have seen this DBS checked adults to be recognisable with Hi-Vis & Neckers Adult volunteers to be vigilant for signs of abuse Children to attend with and remain the responsibility of their parents Separate toileting facilities for males and females	
<p style="text-align: center;"><b>Location</b></p> Part of this event will be on the field surrounded by a busy one way road system There is also a busy car park outside the hall	Injury following being hit by a car	All Attending	Children to attend with and remain the responsibility of their parents Parents encouraged to use alternative car parks to ensure the car park is not too busy with cars coming and going during the event Adult & YL volunteers to be vigilant at the edges of the field and the car park and remind youngsters of road safety	
<p style="text-align: center;"><b>Terrain / Wet Grass &amp; Leaves</b></p> The field may become very slippery during / after wet weather	Slips & Falls Injury	All Attending	Site checks before and during the event to clear as many hazards as reasonably possible All volunteers, members & parents to be reminded of the need to wear appropriate shoes Adults to be vigilant and ensure children aren't running around in slippery areas Safe paths to be identified if needed Option to move the event indoors / avoid using grassy areas if the terrain is too dangerous	
<p style="text-align: center;"><b>First Aid</b></p> Public Event with a need to provide adequate first aid provision	Failure to respond to first aid incidents when needed	All Attending	First Aid Kit to be checked ahead of the event and available for the duration of the event Designated first aid point to be identified - anybody requiring first aid to be sent here if possible Designated first aiders for the event (Rachael Brown) to leave their stall / activity in order to prioritise responding to first aid incidents if needed Other volunteers / first aiders to ensure one of the designated first aiders are informed of all first aid incidents	
<p style="text-align: center;"><b>Adverse Weather Conditions</b></p> High winds causing risk of falling branches or inability to set up outdoor equipment Heavy Rain may make the terrain unsuitable Minor Flooding is possible in parts of the field	Injury due to unsafe conditions Damage to equipment	All Attending	Organisers to check weather forecasts and adapt plans to suit the predicted weather conditions Adverse Weather plan in place with stalls / activities moving indoors or to safer areas if necessary Gazebos and event shelters will not be used in high winds Any flooded areas of the field / surrounding area to be roped off	
<p style="text-align: center;"><b>Weather</b></p> Cold and damp weather	Illness due to exposure to cold / damp Hypothermia	All Attending	Reminder to parents / volunteers to ensure appropriate clothing is worn suiting the weather conditions First Aiders are aware of signs of and treatment for hypothermia volunteers to be vigilant and provide advice where they notice people who are very wet / cold Indoor areas open and available at all times Gazebos / event shelters provided for volunteers who will be outdoors for the event Children to remain the responsibility of parents during the event	
<p style="text-align: center;"><b>Inappropriate Behaviour (children)</b></p> Overexcitement, boisterous play, running around, silliness, unacceptable conduct (inc swearing)	Injury, slips, falls Risk of being in out of bounds areas Negative view of the Scout Group	All Attending	Behaviour guidelines to be made clear during the event Whilst children will remain the responsibility of their parents, volunteers will step in where behaviour is deemed to be inappropriate and ask children to correct this Concerning behaviour to be reported to GLV (Rach) Where warnings about behaviour are not acted on, GLV (Rach) may ask parents to remove children from the event	

<p><b>Inappropriate Behaviour (adults)</b> Intoxication, Angry / aggressive behaviour or language, failure to follow safeguarding guidelines</p>	<p>Risk of harm to Young People Safeguarding Breaches Abuse aggression to volunteers (particularly YIs)</p>	<p>Children Volunteers - particularly YIs</p>	<p>Safeguarding guidelines to be clearly displayed in Church Hall Posters reminding those attending that everyone "working" at the event is a volunteer and abuse or aggression will not be tolerated Volunteers to alert GLV where they suspect an adult may not be acting within Safeguarding guidelines, may be intoxicated or displaying inappropriate behaviour Where necessary. GLV will ask adults to leave the event Police to be called where adults are not cooperative or in extreme cases of inappropriate behaviour from adults</p>	
<p><b>Crowds / Queue Lines</b> Overcrowding or disorganised queue lines, particularly in narrow areas or around stalls Entrance ways &amp; the area between the church hall and the outer wall have often been crowded preventing people getting through Lack of clear queues have caused frustration from participants - the tuck shop in particular has had complaints where there has not been a clear queue or order for serving people</p>	<p>Injury due to pushing / shoving Aggressive / angry reactions from attendees Negative image of the Scout Group</p>	<p>All Attending</p>	<p>New layout this year to ensure clear and separate areas for busier activities to avoid overcrowding in some places Clear queue lines to be set up for all stalls and queues to be managed appropriately Areas inside and outside set up for socialising Volunteers to move people along if necessary to avoid overcrowding Organisers to monitor numbers inside the hall and in busier areas - plan to restrict access if necessary</p>	
<p><b>Easter Egg Hunt</b></p>	<p>Injury due to slips / falls / overexcitement</p>	<p>Young People</p>	<p>Time Slots to ensure younger children are not competing with older children during egg hunts to reduce injury Fenced off area for egg hunt to control numbers taking part in the hunt Volunteer in charge of hunt to be vigilant and manage behaviour Children may be asked to leave the hunt zone if their behaviour is dangerous Rules for the hunt to be clearly announced at the start of each time slot</p>	
<p><b>Egg &amp; Spoon Race</b></p>	<p>Injury due to slips / falls / overexcitement</p>	<p>Young People</p>	<p>Rules to be clearly announced at the start of each race Terrain to be checked and free from obstacles / dangers Numbers taking part in each race managed</p>	
<p><b>Soft Archery &amp; Tomahawks</b></p>			<p>See Separate Risk Assessment Attached</p>	
<p><b>Jenga</b></p>			<p>See Separate Risk Assessment Attached</p>	
<p><b>Hook a Duck</b></p>	<p>Drowning, slips from spilt water</p>	<p>Young People</p>	<p>Ensure supervision of the pool at all times No children should enter the pool at any point Any spills or water on the floor to be cleared immediately &amp; wet floor notices used if appropriate Youngsters should not run around the water area</p>	
<p><b>Nerf Gun Shooting Range</b></p>	<p>Injury from bullets / eggs</p>	<p>Young People</p>	<p>Clear area set up for shooting range Management of crowds away from shooting area Nobody to enter area whilst nerf guns are in use Participants advised not to shoot at others during this event</p>	
<p><b>Unsupervised Games Area</b></p>	<p>Risk of collision, trips, falls &amp; injury. Loss of equipment</p>	<p>Young People Scout Group</p>	<p>Remind youngsters of rules &amp; expectations within the games areas Parent reminders that they are responsible for their own children in unsupervised games areas Regular checks to ensure areas are kept clear &amp; any trip hazards are removed Volunteers in the area to ensure equipment is being used appropriately &amp; returned after use</p>	
<p><b>Tin Can Alley</b> Bench, Tin Cans, Ball Throwing</p>	<p>Injury from cans / balls</p>	<p>Participants</p>	<p>Clear area set up for throwing of balls, must be away from fires &amp; crowds Management of queue line away from throwing area Nobody to enter throwing area during game play Tin cans to be at least 3m away from participants to avoid being hit by cans</p>	
<p><b>Hot Drinks</b> These are being made in and served from the Church Hall Kitchen by St Michael's Church Volunteers</p>	<p>Scalds Spread of illness</p>	<p>Volunteers serving drinks All Attending</p>	<p>All equipment being used to be checked to ensure it is in good condition before use. Adequate and clean utensils provided All hot drinks to be served in insulated and lidded cups Queue line to be managed with a clear path for people to exit with hot liquids Volunteers to confirm they are well and have no sickness within the previous 48 hours and to be advised not to coughing / sneezing around food</p>	
<p><b>Tuck Shop (Food Hygiene)</b> Serving of sweets</p>	<p>Food Poisoning Spread of illness</p>	<p>People purchasing sweets</p>	<p>Tuck shop stock to be kept sealed and stored in dry &amp; clean conditions when not in use Best before dates are recorded and out of date stock is removed from sale Tuck Shop Volunteers are briefed and trained prior to the event All volunteers handling tuck shop to wear blue latex gloves whilst serving Customers are asked not to touch stock until they have purchased it Stock that may have been contaminated must be removed from the tuck shop Volunteers to confirm they are well and have no sickness within the previous 48 hours and to be advised not to coughing / sneezing around food</p>	
<p><b>Indoor Space</b></p>	<p>Risk of trips, falls &amp; injury</p>	<p>All Present</p>	<p>No cables across floor without clearly marking these with hazard tape or similar All areas to be kept tidy / clear Public should not access the downstairs storage area - clear signage on door</p>	

<b>Chairs &amp; Tables</b>	Risk of injury from falling chairs / tables	Young People	Chairs should be stacked in piles no greater than 4 chairs Adults to set up any chairs & tables needed Youngsters to be reminded not to sit on stacks of chairs or on the tables Tables should not be leant against a wall in main meeting area	
<b>General Activities (colouring, drawing, stalls)</b>		Young People	Appropriate adult supervision throughout any indoor weekly activity Check any equipment being used is in good condition Ensure any equipment is used for the purpose it is intended Participants to know expectations & rules for any games or activities	
<b>Other unforeseen Hazards</b>		All Present	Dynamic risk assessment to be performed by all leaders in line with Scouts UK guidelines. Any unforeseen hazards to be shared with other leaders and appropriate mitigation to be actioned as soon as they are identified If necessary, stop the activity in order to address any unforeseen hazards	