

Meetings at Church Hall - Risk Assessment

Risk Assessment Completed by: Rachael Brown
 Date of Risk Assessment: 13/4/2024
 Date of last review: 4/4/2026 No amendments made
 Date of Next Review: 4/4/2026

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.
Safeguarding	Child Protection	All Present	POR to be followed at all times All appointed adults to carry Scout Association DBS clearance & have completed Safeguarding & Safety training Yellow Card to be displayed, all adult volunteers to have read yellow card Separate waiting area for those without a DBS to be cordoned off to control adults who have access to young people Adults without a Scout appointment should not be left unsupervised with children Suspicious behaviour reported to police and to Group Lead Volunteer / Deputy	
Toilets	Child Protection	Young People	Avoid adults / YLs entering toilets with Youngsters - if possible, supervision should be done from the area outside the toilet doors. Ensure two adults are present if adult supervision in the toilets is required Youngsters to let a leader know when going to use the toilets Squirrels & Beavers should be supervised in the toilet; an adult / YL should do this from the toilet foyer area rather than in the toilet with them Cubs & Scouts should visit the toilet one at a time - where groups of Cubs & Scouts are sent together (eg. to wash hands) they should be supervised	<i>Silly behaviour in the toilets from all sections has led to damage in the toilet areas and in some cases, concerning behaviour. Moving forwards, younger children should be supervised by a volunteer standing in the area outside the toilets, older sections should only go one at a time</i>
Entrance / Exits	Lost youngsters / youngsters leaving unsupervised	Young People	Ensure fire door is closed or cordoned off Access to main door to be cordoned off during meeting times Youngsters to wait with parent / responsible adult in waiting area until leader is ready to start the meeting <i>Youngsters should not enter meeting area and remain parents' responsibility until leaders are ready to begin the meeting</i> Headcounts to be used when leaving the main meeting area during the meeting (eg. to go outside / in the kitchen) <i>One leader to stand at exit / waiting area to dismiss youngsters at end of meeting - this leader is to ensure youngsters are passed to waiting parent / guardian.</i>	
Outside space	Lost youngsters, injury, youngsters running into road	Young People	Ensure appropriate supervision outdoors - use recommended ratios in POR Regular headcounts during all outdoor activities Ensure youngsters are aware of the boundaries for each activity outside Remind youngsters of road safety and to keep away from road & car park Check outdoor space for trip hazards, ensure spaces is appropriate for activity Wherever possible, check space for dog mess - use cones to mark areas to avoid Check weather conditions, ensure youngsters are dressed appropriately, including using sun protection if needed	

Kitchen Space	Overcrowding, burns, injury	Young People	<p>Adult supervision in the kitchen throughout activity</p> <p>Maximum of 4 young people in the kitchen at any one time, <i>leader to review this according to section and activity</i></p> <p>Anyone not needed in the kitchen to be moved out of the area</p> <p>Ensure kitchen is kept tidy and organised throughout activity</p> <p>Ensure floor is kept clear and dry, wipe up spills promptly</p>	
Behaviour	Injury, trips, falls, safeguarding	All Present	<p>Each Section to have a behaviour code of conduct appropriate to the age group</p> <p>Young people to be reminded about behaviour expectations and any consequences of not following these expectations before each activity</p> <p>Consideration to be given by all leaders about how to accommodate any additional needs of young people</p> <p>The Section Team Leader is responsible for deciding on appropriate adult ratios (provided they meet minimum recommendation in POR) for each activity to ensure young people can participate safely</p>	
Adults not qualified to lead an activity	Risk of injury	All Present	<p>POR to be followed at all times</p> <p>Scouts UK Activity Guidance to be checked & followed for all activities</p> <p>Section Team Leader is responsible for checking any permit requirements & ensuring a permit holder leads any activities requiring an activity permit</p> <p>All adults with full appointments to be up to date with mandatory training, Programme planning shared between all leaders and adults attending</p> <p>Programmes shared with GSL & ADC at start of each term</p>	
First Aid	Inadequate first aid when required	All Present	<p>Fully stocked first aid kit accessible throughout all meetings</p> <p>At least one qualified first aider to be present at all meetings</p> <p>Accidents & near misses to be reported to GSL</p> <p>Parents to be informed after the meeting of any first aid provided.</p> <p>HQ has good mobile phone coverage in case emergency services need to be called</p>	
Indoor Meeting Space	Risk of trips, falls & injury	All Present	<p>No cables across floor without clearly marking these with hazard tape or similar</p> <p>All areas to be kept tidy / clear</p> <p>Youngsters should not access the downstairs storage area - clear signage on door</p>	
Chairs & Tables	Risk of injury from falling chairs / tables	Young People	<p>Chairs should be stacked in piles no greater than 4 chairs</p> <p>Adults to set up chairs & tables for Squirrels & Beavers & provide appropriate supervision for Cubs & Scouts</p> <p>Youngsters to be reminded not to sit on stacks of chairs or on the tables</p> <p>Tables should not be leant against a wall in main meeting area</p>	
General Weekly Activities (colouring, drawing, opening ceremonies, stories, circle time)		Young People	<p>Appropriate adult supervision throughout any indoor weekly activity</p> <p>Check any equipment being used is in good condition</p> <p>Ensure any equipment is used for the purpose it is intended</p> <p>Youngsters to know expectations & routines during any weekly activities such as opening/closing ceremonies & circle time etc.</p>	
Games indoors	Risk of collision, trips, falls & injury	Young People	<p>Appropriate adult supervision during indoor games</p> <p>Remind youngsters of rules & expectations before any game</p> <p>Ensure game area is kept clear & any trip hazards are removed</p>	
Other unforeseen Hazards		All Present	<p>Dynamic risk assessment to be performed by all leaders in line with Scouts UK guidelines.</p> <p>Any unforeseen hazards to be shared with other leaders and appropriate mitigation to be actioned as soon as they are identified</p> <p>If necessary, stop the activity in order to address any unforeseen hazards</p>	

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