

Risk assessment

Name of activity, event, and location	General Site, ASAP, Phasels Wood	Date of risk assessment	September 2024	Name of person doing this risk assessment	Katy Pearce Reviewed by: Doug Stack
		Date of next review	September 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Lack of vehicular/transport management	All site users	Medium	<ul style="list-style-type: none"> Clearly defined traffic routes. Key meeting areas (eg; assembly points) closed to vehicles. Drivers asked to observe speed limits as per signage, drive with care and awareness. Young people briefed regarding awareness of traffic movement. 	Low
Poor activity management (instructor lead)	Participants, Instructor	Medium	<ul style="list-style-type: none"> All activities instructor lead of otherwise are carried out using safe systems of work. High level of training and competency of instructors. Adequate training, supervision, and monitoring. All equipment/ activities are inspected and tested as per guidelines and at the start of EVERY event. HCSC have a system specifically designed via an application to ensure all checks and tests for every activity are implemented prior to commencement. 	Low
Poor activity management (Group lead)	Participants, Group Leader	Medium	<ul style="list-style-type: none"> Groups completing self-lead activities (including those hired from the centres) are instructed that they are fully responsible for managing the risk for the activity Hired equipment supplied with best practice instructions (HSARF) Where the activity requires proof of competency, qualifications/licence/permit which are verified via induction with the hirer. See above: The APP is also integrated to include leaders being required to sign off they have reviewed and understood actions required. All activity on the APP is monitored by HCSC staff. 	Low

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Poor fire safety management	All site users	High	<ul style="list-style-type: none"> All buildings have a valid Fire Risk Assessment, detailing hazards, controls, means of escape and fire actions Groups are briefed re fire actions via a QR code as part of the signing in on site process. (This is recorded) Group leaders recommended to inform their users by brief induction All building are provided with automated fire alarm systems, emergency lighting, first aid type portable fire extinguishers and directional signage in accordance with BS and the Fire Safety Order 	Low
Defective electrical installations and appliances	All site users	Medium	<ul style="list-style-type: none"> Fixed electrical wiring inspected every five years by approved/licenced contractors and regular overview checks made. External lighting (Lamp post pole-based floodlighting) inspected annually All portable electrical appliances owned and operated by the centres, over 1 year old are inspected and tested annually. Staff and operatives trained to identify electrical hazards and report to service management 	Low
Contaminated water/ water courses	All site users	Medium	<ul style="list-style-type: none"> L8 Legionella Risk Assessments carried out and reviewed as per findings/action plan Site services ensure all periodic checks and tests are carried out and electronically recorded Where suspected contamination to water-based facilities, site management close any activity until water tested by approved contractors and deemed safe. 	Low
Accidental/uncontrolled exposure to Asbestos	All site users	High	<ul style="list-style-type: none"> All buildings have had an Asbestos survey carried out under The Control of Asbestos Regulations and a management plan put in place. (as per HSE Guidance) 	Low
Misuse of work equipment and plant	All site users	High	<ul style="list-style-type: none"> All work equipment is inspected and tested as per manufacturers instructions. (PUWER/ LOLER regs) Prior to use operatives inspect and check for operational safe systems of work 	Low

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			<ul style="list-style-type: none"> In the event any high-risk equipment becomes inoperative or is misused it will be immediately placed in embargo and removed from use being stored out of general access 	
Unauthorised access to confined spaces	All site users	High	<ul style="list-style-type: none"> All identified confined spaces are secured, access only permitted under licence /control of centre management Confined spaces suitably identified and labelled Where confined spaces are an activity (tunnels etc) close supervision and all activity management plans are in place 	Low
Poor manual handling	All site users	Medium	<ul style="list-style-type: none"> All staff are obliged to have completed a Manual Handling Course and apply the registered Safe Working Practice/ Standard Operating Procedures (use of hoists, sack barrows trolleys etc) Activity users /leaders are responsible for the safety of their group while on self-lead activities, this includes loading and unloading equipment, collecting firewood, tent erecting etc 	Low
Uncontrolled working at height	All site users	High	<ul style="list-style-type: none"> All staff and volunteers are trained in Work at Height Safe Practice and provided with appropriate PPE and Access Equipment Where access equipment (towers/scaffold etc) is available it must be secured when not in use of from unauthorised access Any natural features, trees, cliffs etc are managed by the relevant activity Risk Assessments, except where there is an increased risk of unauthorised access- where signage and or barriers etc are in place to provide warning etc 	Low
Uncontrolled access to open water/ natural water course	All site users	High	<ul style="list-style-type: none"> Natural water features (ponds, lakes etc) are provided with 'Public Access' rescue equipment and / or provided by Group Leaders/Instructors. Throw lines are readily available Clear 'Deep Water' warning signage installed All natural features as far as is reasonably practicable have shallow areas for safe access and egress (where any casualty can be removed safely) 	Low
Lack of First Aid provision	All site users	High	<ul style="list-style-type: none"> There will always be a Duty Manager with FA qualification on call, (Group leaders <u>may</u> also be FA) trained All groups MUST have their own First Aiders as per booking instructions 	Low

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			<ul style="list-style-type: none"> All site Major Incident Plans identify key areas of support to assist medical services Maintained automated Defibrillators are available and the relevant Emergency services informed <p>Groups responsible for first aid</p>	
Failure/damage to bulk fuel storage facilities	All site users	High	<ul style="list-style-type: none"> All LPG/Oil installations professionally installed. Impact barriers provided to tanked areas Fuel deliveries controlled by site in cooperation with provider Major Incident Plan to manage such events on site 	Low
Lack of Safeguarding	Young People	High	<ul style="list-style-type: none"> All Scouting staff have completed Safeguarding training and had an enhanced DBS check. All Staff MUST renew training every 3 years Visiting Adults are responsible Young People in their charge where appropriate any supporting group members must be DBS checked. Centre Managers can refer to The Scouting Association Safeguarding Team for advice and support. (Managers can also refer to Scouting Association “Yellow Card”) 	Low
Vermin infestation	All site users	Medium	<ul style="list-style-type: none"> Centre staff vigilance is key and prompt reporting is enforced Qualified/competent pest control operatives are used for control where required 	Low
Groups failure to manage portable catering equipment	All site users	Medium	<ul style="list-style-type: none"> All Gas appliances MUST be checked by a competent person, certification provided where applicable, before user on site Gas cylinders MUST be turned off when not in use Cylinders to be stored in a safe and secure area and changed away from all tentage or other sources of ignition 	Low
Misuse of portable Generators	All site users	High	<ul style="list-style-type: none"> Competent electrician MUST have checked and tested appliance prior to use on site and relevant proof of safety be available Any fuel MUST be stored in clearly marked approved containers and stored away from the generator or any other sources of ignition Refuelling generators MUST be carried out away from tents or any other sources of ignition (Generators to be turned off no later than 22.00) 	Low
Inclement weather	All site users	Medium	<ul style="list-style-type: none"> Site managers regularly monitor weather and adjust activities accordingly (Dynamic Risk assessments) Wind speeds monitored daily as part of site Incident Management plan. 	Low

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