



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 <sup>st</sup> Kesgrave Scout Group - Christmas Post	Date of risk assessment	28 <sup>th</sup> November 2021 <b>Review 8/12/2022</b>	Name of person who undertook this risk assessment	Celia Comber
		Date of next review	2023		

Hazard identified? 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?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> 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.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you are doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<p><b>Lone working</b> – People on their own before others arrive - risk of a medical or other incident occurring they cannot deal with adequately</p>	Leaders and helpers	<p><i>See Section meetings and events risk assessment for details</i></p> <p>No one should be left alone unless in an emergency when no other option is available</p> <p>Volunteers should carry mobile phones in case of incident.</p> <p>No one should do any risky activity whilst alone.</p>	
<p><b>Traffic</b> – injuries from collisions between vehicles and people.</p>	All present	<p><i>See Scout Hall risk assessment for details.</i></p> <p>Follow normal guidance re weather etc for driving to the exchange point or collecting cards.</p>	
<p><b>Protrusions, slips, trips, falls, collisions</b> – injuries to people moving around.</p>	All present	<p><i>See Section meetings and events risk assessment for details – particularly slippery/uneven surfaces, trip hazards.</i></p> <p>Ensure people are made aware that they should not leave clutter over floor surfaces to cause trip hazards etc.</p>	

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		Ensure that boxes are laid out in a safe manner and cannot easily fall from tables etc	
<b>Manual Handling</b> – back injuries, strains, cuts, bruises etc	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Take care not to overload boxes full of cards as they are heavy. <b>Take care to avoid paper cuts whilst sorting</b></p>	
<b>Kitchen, drinks, tuck, refreshments</b> – burns, cuts, scalds, food poisoning, allergies	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>If refreshments are taken into sorting rooms take care to make sure everyone is aware that Hot drinks are present.</p>	
<b>Toilets</b> – scalds,	All present	<i>See Section meetings and events risk assessment for details</i>	
<b>Storerooms / Storage Areas / Cupboards</b> – injuries to people moving jumble	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>No young people should be allowed in storerooms, storage areas or cupboards unless supervised or sent for a specific job which the young person is capable of undertaking.</p> <p>Boxes should not be stored above head height <b>unless empty</b></p>	
<b>Stairs</b> – slips, trips, emergencies, fire	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Take care moving boxes down stairs and use lift if necessary.</p>	
<b>Lift</b> – slips, trips	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Use to move heavy boxes of cards if needed. Ensure doors are propped open and care taken not to trap fingers.</p> <p>Ensure that either someone travels in the lift or boxes stacked in the lift will not fall and cause lift to stop if emergency stop is operated around the edge of floor panel</p>	
<b>Equipment eg Tables, chairs, other equipment</b> – injuries to people setting up, moving, using or collapsing furniture or equipment.	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>When tables are set up, they should be checked to ensure that all legs are locked in place.</p> <p>Tables to be laid out in such a manner to allow access and safe exit in an emergency i.e., not blocking fire exits</p>	
<b>Electrical equipment</b> – electrocution, burns, fires etc	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>All Electrical equipment used to be inspected for safety.</p>	

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<b>Fires, hot surfaces</b> – burns, scalds, evacuation	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Overnight when building not occupied ensure all the fire doors are all closed to prevent the spread of fire.</p>	
<b>Chemicals/Hazardous materials</b>	All present	<p>Do not approach suspicious packages especially if they are leaking. Wear PPE is appropriate and arrange to dispose of any packages appropriately or contact relevant authorities.</p>	
<b>Materials / Rubbish</b> – cuts, allergic reactions, contamination, stains etc.	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Ensure that any broken items are disposed of immediately in the appropriate bin</p> <p>Ensure empty crates and boxes not needed are stored out of the way under tables and do not cause a trip hazard</p>	
<b>Security - theft</b>	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Encourage people to appropriately look after or secure personal possessions (phones, handbags, purses, bikes etc) to avoid theft i.e., keep out of sight, keep with them, lock away etc</p> <p>Take care when collecting card boxes to ensure that money is secure.</p>	
<b>Safe Guarding / Lost</b> – intruder access to the building or young person leaving unattended causing harm to individuals.	Young people	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Ensure any young people helping at the event are under the supervision of a parent/carer, or leaders are aware that they are alone.</p> <p>To be able to identify your adults consider wearing group branded clothing.</p> <p>If an event must be cancelled or there is no need for a sorting session, helpers and customers should be informed as soon as possible using appropriate mechanisms e.g., email, texts, phone call, Facebook, WhatsApp etc.</p> <p>Ensure that all young people delivering cards are under the supervision of an adult.</p>	
<b>Weather</b> - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, lightning, darkness.	All present	<p>Monitor the weather forecast in advance and check the weather forecast just before the activity starts and adapt as required.</p> <p>If wet, consider need for wet floor signs etc</p> <p>If snowing consider safety of collecting/delivering cards etc</p>	
<b>Delivering cards – injury to person</b>		<p>Ensure all deliverers are aware of potential hazards such as difficult letter boxes, dogs, trips and slips on paths etc</p> <p>Recommend that delivery is carried out in daylight where possible, and if not then a torch is taken.</p>	

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<b>Hazard</b> Inadequate hygiene controls. <b>Risk</b> Transmission of illness to other people and premises	All present	Encourage everyone to follow good hygiene practices.  Ask volunteers to stay away if they have any other illness that could be transmitted to others.  Ensure as many windows and doors are open as possible to aid ventilation of building but being cognisant of the weather, fire regulations and safety. Sort cards in well ventilated areas where possible	
<b>First Aid / Injuries that need treatment / Incident / Emergencies</b>	All present	<i>See Section meetings and events risk assessment for details</i>	
<b>Emergency exit points / access routes</b> – delays in emergency services arriving and gaining access causing more harm or fire damage.	All present	<i>See Section meetings and events risk assessment for details</i>  <b>Fire Alarm</b> – in the event of an emergency volunteers will direct customers to the nearest exit and to an assembly point in the neighbouring NHS Car Park (which will not be used at the weekend).	