



# Deben District Cooking Competition

Name of activity, section, event, and location	Deben District Cooking Competition 1 <sup>st</sup> Kesgrave HQ, Twelve Acre Approach, Kesgrave, Suffolk, IP5 1JF	Date of risk assessment	February 2024	Name of person who undertook this risk assessment	Lee Hodgson (working with others)
		Date of next review	Feb 2025 (or with significant change to environment)		

This document covers normal section meetings, at or away from the Scout Hall, and provides generic details for most other events and activities that the Scout Group undertakes. Additional risk assessments are provided where event/activity specific details are required. This document should be read in conjunction with the Scout Hall risk assessment for meetings and events in the Scout Hall.

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.</p> <p>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><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>No one should be left alone unless in an emergency when no other option is available.</p> <p>If possible, ensure that at least two people arrive, at an agreed time, with sufficient time allowed before most of the participants arrive to open-up, set up or prepare for the activities.</p> <p>No risky activities should be undertaken whilst alone.</p> <p>At least two people should be present at the end to finish up ie lock up the hall,</p>	

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		ensure everyone has gone home etc.	
<b>Traffic</b> – injuries from collisions between vehicles and people.	All present	<p>Vehicle movements in and around the venue should be kept to a minimum and where necessary, movements should either be supervised or made when the area is as free of people as possible.</p> <p>Any kit, food supplies etc should ideally be brought on site before the young people arrive and taken away after the young people have left.</p> <p>Vehicles should not be left on site when not required but parked in a suitable location away from the site unless required for medical or other essential reasons.</p>	
<b>Protrusions, slips, trips, falls, collisions</b> – injuries to people moving around.	All present	<p>Ensure that the venue has adequate lighting levels commensurate with the activity. At the Scout Hall a flood light is available that covers the car park if required.</p> <p>Ensure that there are no obvious dangers with any permanent and moveable fixtures eg seats, shelving, cupboards, notice boards, signage, play equipment etc and remove/protect if deemed a risk.</p> <p>When not being used, ensure cupboard doors are closed or in a position that avoids undue risk of being collided with.</p> <p>Ensure area is free from clutter, rubbish, spills, shards etc.</p> <p>If anything is dropped or spilled on a floor surface then ensure it is cleaned up immediately and wet floor notices put out as appropriate.</p> <p>Make participants aware that they should not leave clutter over floor surfaces to cause trip hazards etc</p> <p>Make sure everyone is wearing appropriate footwear for the activity being undertaken (eg shoes, trainers, walking boots, plimsols etc) and secured to feet (check laces are tied etc).</p> <p>When undertaking activities, any clothing, jewellery etc should be in good order and appropriately worn for the activity – shoelaces tied, hair bands used, jewellery removed etc.</p> <p>Pockets should be emptied of any inappropriate items that may cause injury or get broken during an activity eg smartphones, glasses, pens, medicines etc</p> <p>Barrier and bollards are available at the scout hall that can be used to help reduce collisions, manage the movement of people, and provide safety features including retractable queueing barriers, roadwork barriers, safety barriers, heras fencing, cones, stakes etc.</p>	

	<p>When no longer required any items used should be removed and either placed in a safe area (against a wall etc) or back in its storage area to prevent being a trip hazard etc.</p> <p>Ensure that any items put out eg table, chairs, A-frames, feather flags, ropes etc do not create a trip hazard or impeded public access.</p> <p>When undertaking activities, the layout of the area should be such that it minimises risks to all involved and does not impede free movement/access in an emergency.</p> <p>All structures (gazebos, tables etc) should be pitched as far as possible on level ground free from obstructions and sharp objects.</p> <p>Any doors or gates should be kept closed, fully open (taking account of fire precautions etc) or opened by adults so fingers cannot be trapped in the gap between the frame and door or gatepost. In the Scout Hall many of the main doors have finger guards or are designed to prevent fingers getting trapped.</p> <p>People should be reminded not to open doors or gates too quickly to reduce the likelihood of hitting someone. In the Scout Hall many doors have glass panels to reduce the likely hood of this happening.</p> <p>The need for electric cables to cross access routes, halls, or rooms, either indoors or outdoors, should be avoided if at all possible. Cables should be run along walls, fences, hedges etc. Where cables need to cross access routes or halls, or where problems may arise then cable protectors should be used.</p> <p>Where any activity (eg cleaning, fixing, maintaining, installing, putting up decorations etc) needs to be undertaken above floor level and a ladder, steps or tower is required, then this should only be carried out by people who have been suitably trained or have a relevant qualification.</p> <p>If an activity is above floor level where a ladder, steps or tower is required ensure a suitably trained person or people with relevant qualification(s) are available.</p> <p><b>Around and In the Scout Hall</b></p> <p>Ensure car parking surfaces and any paths, steps, ramps, and barriers to and from the Hall are free from any rubbish, debris, unnecessary equipment etc to minimise slip and trip risks. Any icy surfaces should be avoided or suitably treated if necessary. Salt is available to use in the outdoor store.</p> <p>Ensure all hall floor surfaces used are in good condition, carpets fixed and are free from any rubbish, debris, unnecessary equipment etc to minimise slip and trip risks</p> <p>If required, ensure a ramp is in place to provide access to the Scout Hall where</p>	
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		<p>entrance steps impede access, to improve disability access or the safety of moving equipment in or out of the hall.</p> <p>A ramp is also available to improve the safety of moving equipment in or out of the shed.</p>	
<p><b>Manual Handling</b> – back injuries, strains, cuts, bruises etc</p>	All present	<p>Any lifting should be undertaken safely eg straight back, two people where weight exceeds recommended limits etc and use mechanical aids</p> <p>Ensure appropriate safety equipment is available and worn if required eg gloves, goggles etc where applicable. However, bear in mind that gloves may affect your grip.</p> <p>Try and move kit as near as possible to the area where it is being used, commensurate with not causing any traffic issues.</p> <p>Ensure any kit or equipment being carried either on backs or by hand for the event / activity is light enough to be carried safely.</p> <p>When carrying kit to and from a venue / location make sure it is within the capability of the individuals carrying it and safe, make more than one trip if needed and use trolleys if available.</p> <p>Supervise young people carrying larger items.</p> <p>Remind people how to lift and carry safely if necessary.</p> <p>Ensure that anything placed on top of cupboards or above head height is safe and can be lifted down safely.</p>	
<p><b>Facilities</b> – health and hygiene issues, injuries etc</p>	All present	<p>Ensure there are enough toilets and washing areas to cater for the number present. If possible, have separate areas to divide by sexes and adults/young people.</p> <p>Ensure there is an appropriate source of fresh, drinkable water available.</p> <p>Ensure there is a suitable place/mechanism for disposing of any wastewater, food, and packaging</p> <p>If required provide your own additional facilities ie changing / washing facilities, gazebos, toilet tents, toilets etc.</p>	
<p><b>Toilets</b> – scalds,</p>	All present	<p>Care should be taken when using the hot water taps to ensure the water isn't too hot and avoid putting hands directly in the water stream.</p>	

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<p><b>Office / Meeting Room / General</b> – safeguarding, theft, security, emergencies</p>	<p>All present</p>	<p>Young people should not be allowed upstairs to the meeting room, landing or office unless supervised or sent for a specific job which the young person is capable of undertaking.</p>	
<p><b>Storerooms / Storage Areas / Cupboards</b> – injuries to people collecting and returning kit / equipment or using the sink (indoor store only).</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Any equipment used should be returned to its correct place when finished with and placed back / stacked safely ie located fully on the shelf, in a box etc</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><b>Scout Hall Indoor Store</b></p> <p>Care should be taken when using the hot water heater to ensure the water isn't too hot and avoid putting hands directly in the water stream.</p> <p><b>Scout Hall loft storage area</b></p> <p>This area should only be accessed by people who have been authorised to do.</p>	
<p><b>Stairs</b> – slips, trips, emergencies, fire</p>	<p>All present</p>	<p><b>General</b></p> <p>Stairs should be kept clear at all times.</p> <p>Young people should be supervised and not allowed to play on stairs.</p>	
<p><b>Lift</b> – slips, trips (Hall Only)</p>	<p>All present</p>	<p><b>Scout Hall</b></p> <p>The lift should be kept clear at all times.</p> <p>Young people should be supervised and not allowed to play with the lift.</p> <p>The lift should only be active (via the key) if required for equal access purposes or to transport heavy items to the upper floor.</p>	
<p><b>Equipment eg Tables, chairs, other equipment</b> – injuries to people setting up, moving, using or collapsing furniture or equipment. Contamination, infections, allergies, deterioration etc.</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Before using any equipment or kit (eg tables, chairs, canes, scissors etc) for an activity ensure it is inspected and if unsuitable, taken out of service or replaced/repared asap.</p> <p>Ensure any provided equipment and kit is appropriate for the age of the participants involved ie make sure they can use it safely etc.</p> <p>When no longer required any equipment, kit etc used should be removed and placed</p>	

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		<p>in a safe area or its designated storage area, stacked safely to prevent injuries.</p> <p>Ensure any surfaces (eg tables, chairs etc) are cleaned at appropriate intervals during activities.</p> <p>Any equipment used (catering equipment, camping kit etc) should be put away clean and dry to minimise deterioration, mould, damp etc</p> <p>Chairs, tables, benches etc should be stacked so they cannot fall.</p> <p>Do not use equipment, other than that owned by the Scout Group, unless you have the owner's permission or knowledge you can do so and if you have inspected the item before using it.</p> <p><b>Scout Hall</b></p> <p>At the end of activities, chairs should be stacked no more than eight chairs high and returned to the designated location points in the halls. Tables should be stored in the appropriate table trolley, according to the quantities on the relevant poster and secured. Benches should be stored in the outside store.</p>	
<p><b>Electrical Equipment –</b> electrocution, burns, fires etc</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Leaders should oversee the setting up and running of any electrical equipment. Where it is unsafe or impractical for young people to do so, adults and young leaders should carry out the setting up / taking apart as appropriate.</p> <p>Any portable or fixed electrical equipment used should be visually checked before use and if damaged, taken out of service and replaced/repared asap.</p> <p>Any non-Scout Group owned portable electrical equipment ie personal equipment should adhere to any required electrical installation testing standards eg PAT testing.</p> <p>Any electrical equipment used outside should be adequately protected against moisture or water ingress and have suitable trip arrangements in place.</p> <p>When no longer required any electrical equipment used should be removed and either placed in a safe area or back in its designated storage area to prevent injuries and stacked safely.</p> <p>Any electrical equipment used should be put away clean and dry to minimise deterioration, mould, damp etc</p> <p><b>Scout Hall</b></p> <p>Any audible PA systems (including disco systems) should be connected to the red</p>	

		sockets in the main halls, so the system is disconnected in the event that the fire alarm goes off.	
<p><b>Fires, hot surfaces</b> – burns, scalds, evacuation</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Leaders should oversee the setting up and running of any fires, heat sources or heated surfaces. Where it is unsafe or impractical for young people to do so, adults and young leaders should carry out the setting up / taking apart as appropriate.</p> <p>All fires (wood etc), heat sources (trangia's, bbq bricks, chemical etc) or heated surface (induction hobs etc) should be visually checked before use and if damaged taken out of service and replaced/repared asap.</p> <p>Naked flames (burners, fires etc) or hot surfaces should be located away from flammable substances or materials and not be used directly on inappropriate surfaces such as tables, tarmac surfaces etc to minimise burn risks, damage and fires getting out of hand.</p> <p>Where a naked flame (burner, campfire, paraffin lamp) or equipment that potentially could catch fire (whether by a naked flame, electrical fault or hot item) is being used outside or away from the Scout Hall appropriate fire protection measures should be put in place eg fire extinguishers, fire blankets, fire bucket etc.</p> <p>All leaders (adults and young leaders) should know what to do in the event of a fire (fire evacuation procedure) and where the fire /emergency assembly point is.</p> <p>Leaders should familiarise themselves with the position and types of firefighting equipment available.</p> <p>Ensure hot clothes/gloves etc are available for moving hot items.</p> <p>No smoking or vaping allowed unless in a defined smoking/vaping area.</p> <p>Apart for standard Scouting use (eg gas bottles, meths, candles etc), no flammable, explosive, or otherwise dangerous materials or equipment to be used in the hall.</p> <p>Any combustible materials/substances, dangerous chemicals, or waste used to be stored safely.</p> <p>For lighting that can get hot (paraffin, tungsten etc) make sure they cannot be easily touched either through distancing measures, location, or guards.</p> <p>When no longer required any fires, heat sources or heated surface used should be removed, if possible, to a safe area, left to cool down safely or extinguished and finally put back in its storage area to prevent injuries and stacked safely.</p>	

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<p><b>Chemicals, solvents, adhesives etc</b> – injuries from misuse of cleaning materials, allergic reactions, etc.</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Adults to supervise any use of any chemicals, solvents etc, including washing up liquid etc.</p> <p>Appropriate training should be given, and PPE should be worn as per the manufacturer’s guidance.</p> <p>Ventilation advice should be taken account of, as per the manufacturer’s guidance.</p> <p>When no longer required any chemicals, solvents etc used should be removed and either placed in a safe area or back in its storage area to prevent injuries and stacked safely.</p>	
<p><b>Gas equipment</b> – explosions, carbon monoxide poisoning etc</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Leaders should oversee the setting up and running of any gas equipment. Where it is unsafe or impractical for young people to do so, adults and young leaders should carry out the setting up / taking apart as appropriate.</p> <p>All mobile gas appliances (burners, gas bbq’s, burco’s etc) should be visually checked before use and if damaged taken out of service and replaced/repared asap.</p> <p>Any non-Scout Group owned mobile gas appliances ie personal equipment should adhere to any required gas standards / tests.</p> <p>When using mobile gas appliances in an enclosed space (eg tent, canopy or building) carbon monoxide sensors should be in place and correctly located and the area well ventilated.</p> <p>When connected-up, portable gas appliances should be checked to ensure gas is not leaking and valves work properly. A gas spanner should be used to tighten up connections that require it.</p> <p>Gas bottles should be sited far enough away from gas equipment (eg burner’s, BBQ’s, oven’s etc) to safely enable the supply to be turned off or disconnected in an emergency.</p> <p>When finished with or not being used for a long period, any gas appliance valves should be turned off, gas bottles / connections removed, and any caps put back on the bottles. If the gas bottle is being used indoors then it should be placed outside.</p> <p>When no longer required any gas equipment used, should be removed and either placed in a safe area or back in its storage area to prevent injuries.</p> <p>At the end of an activity or event gas bottles should be stored safely outside in a</p>	



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		<p>cage. Gas bottles are currently stored at 7 Quantock Close.</p> <p><b>Scout Hall / Enclosed space</b></p> <p>Gas containers should only be used in an enclosed space / indoors for the duration of an activity. When not being used they should be put outside in the open air.</p>	
<p><b>Materials / Rubbish</b> – cuts, allergic reactions, contamination, stains etc.</p>	All present	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Ensure any rubbish and unused materials are removed at appropriate intervals during and at the end of any activity.</p> <p>At the end of the meeting, event, and each activity ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user. All personal items, debris, equipment and materials brought along must be taken away and all debris and rubbish deposited in a provided skip/bin or taken home.</p>	
<p><b>Clothing / Personal Kit</b> - fit for purpose.</p>	All present	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>If different clothing, footwear or kit is required for a meeting, event or activity, than would normally be worn, ensure everyone is provided with a kit list that covers footwear, headwear, clothing, and kit that is commensurate for the venue, terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought.</p> <p>Consider if centrally provided spare clothing, kit etc needs providing.</p>	
<p><b>Putting Out / Erecting Equipment</b> -</p>	All present	<p>Leaders should oversee the setting up and moving of tables and chairs and any other equipment/kit needed. Where it is unsafe for young people to do so (complicated, dangerous, or heavy items), adults and young leaders should carry out the setting up / down as appropriate.</p> <p>When moving tables, chairs and equipment, where possible appropriate transport mechanisms should be used ie table/chair trolley's, trolleys, sack barrows etc.</p> <p>When any young people are asked to undertake tasks to aid a meeting. For example – handing out pens and pencils etc they should be supervised.</p>	
<p><b>Menu / Food Storage</b> – health and hygiene issues etc</p>	All present	<p>Store food in accordance with food safety guidelines ie chilled, frozen, keep covered etc especially when being transported.</p> <p>Ideally store food off the ground and in containers.</p> <p>Consideration should be taken to locking away or sealing food to protect from wildlife or vermin.</p>	

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<p><b>Kitchen, drinks, tuck, refreshments</b> – burns, cuts, scalds, food poisoning, allergies</p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Unless part of a supervised activity or it is inherently safe to get water for a cold drink, an item of cutlery etc, young people should be excluded from catering / kitchen areas.</p> <p>Organise areas to minimise risks eg make drinks in a different area to cooking food and preparing food.</p> <p>Ensure good food hygiene practices are in place such as hand washing, washing up, separation of cooked and raw food and utensils used, catering gloves, coloured preparation boards etc to avoid cross contamination.</p> <p>Surfaces should be kept clean and tidy to reduce cross contamination.</p> <p>Consider sensible transportation of hot water / drinks.</p> <p>Out of date food, refreshments, condiments, tuck etc should not be used.</p> <p>All food should be correctly disposed of along with any material waste.</p> <p>All cutlery, sharp objects eg knives etc should be safely stored in suitable containers, cupboards or drawer when not being used.</p> <p>The use of hot water urns, kettles or pump pots should be supervised or monitored to ensure water is safely decanted.</p> <p>Care should be taken when using the hot water taps to ensure the water isn't too hot and avoid putting hands directly in the water stream.</p> <p>Ensure there is supply of fresh drinking water.</p> <p>Ensure that suitable cleaning products and equipment is available.</p> <p>When no longer required any sharp or dangerous items used should be removed and either placed in a safe area or back in its storage area to prevent injuries.</p> <p><b>Scout Hall Kitchen</b></p> <p>Signs are present in the kitchen warning of hot areas, food preparation surfaces etc.</p>	
<p><b>Meeting / Event / Activity</b></p>	<p>All present</p>	<p>Ensure that the area and set up/layout, is appropriate and safe for the meeting, event, or activity(s) eg surfaces, spacing, kit used etc.</p> <p>Cordon off any areas that need to be for safety reasons and to make inaccessible to others and the public.</p> <p>Check participants have turned up:</p>	

		<ul style="list-style-type: none"> <li>• wearing the appropriate footwear, headwear and clothing for the venue, activity(s), terrain, weather conditions and time of year.</li> <li>• with any necessary kit, spare clothing, food, water and any other additional requirements specified.</li> <li>• and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc.</li> <li>• and if not act accordingly.</li> </ul> <p>Check that any clothing, equipment or kit brought by participants is fit for purpose ie not damaged, unsafe or not suitable and act accordingly.</p> <p>Check that any kit or equipment being carried by participants ie on their backs or in their hands, is within the capability of the individuals carrying it and safe. If not act accordingly.</p> <p>If required, check if personal PPE such as eye protection, hair covers, catering gloves and aprons is being worn and used safely.</p> <p>If required, check if PPE, kit and tools eg oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices etc, to handle hot items eg pots, pans, lids etc, is available and being used safely.</p> <p>If required, check that hi-viz vests, day/ruck sack covers etc are being worn / are in place.</p> <p>If required for supervision, kit quantities available, keeping participants occupied, creating teams for games/activities etc, consider sorting participants into smaller groups.</p> <p>If groups are required consider whether they need to be matched in terms of ability, temperament, working together, etc.</p> <p>If required provide a participant's briefing covering issues such as:</p> <ul style="list-style-type: none"> <li>• rules / instructions / guidelines for the meeting, event, or activity(s).</li> <li>• handling chemicals, glues, solvents, gas, gas appliances, hot water etc.</li> <li>• keeping out of restricted or dangerous areas (storeroom, boiler room, chemical cupboards, stairs, lift, trailers, activity storage areas etc) and being kept locked/protected or barriers/bollards in place.</li> </ul> <p>If required provide a demonstration on using the equipment and carrying out the</p>	
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		<p>activity.</p> <p>Consider if leaders need to provide /carry spare kit, clothes, food, drinks etc to cater for weather conditions and possible health issues (people being sick).</p>	
<p><b>Personal Hygiene and Well Being</b> – rashes, odours, illness, constipation etc</p>	All present	<p>Ensure participants are:</p> <ul style="list-style-type: none"> <li>• keeping clean ie washing their hands etc, on a regular basis.</li> <li>• have any injuries looked at and dealt with appropriately and in a timely fashion.</li> <li>• are taking measures to deal with the weather eg sun cream, lip balm, hats etc</li> <li>• eating and drinking adequately.</li> </ul> <p>Try and ascertain the temperament of individuals/young people from time to time – tiredness, irritableness, anger, quietness, body language, home sickness etc and deal with as appropriate.</p> <p>Consider arrangements for girls to deal with feminine hygiene and ideally allocate a suitable point of contact ie someone who is competent to deal with any issues that might arise.</p> <p>Take into consideration new scouts joining and consider buddying up with an older scout, young leader or nominate an adult contact.</p> <p>Consider wearing long trousers and long-sleeved tops when walking through long grass, woods etc where ticks and mosquitos are a potential problem.</p> <p>Avoid bare feet unless activity specific.</p> <p>If any participant is taking regular medicines, they have them with them or a designated person and take at the prescribed time.</p> <p>If any participant has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency.</p>	
<p><b>Behaviour - General</b> – Inexperience / Lack of competence, over energetic young people leading to loss of</p>	All present	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Ensure measures have been considered and in place to deal with participants who are likely to be unsafe due to their behaviour ie not allow participation, providing additional adult support, allocating group/team members appropriately etc,</p>	

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<p>control and causing an injury or damage to kit.</p>		<p>A code of conduct and/or rules should be considered to set clear expectations of behaviour covering, teasing, taunting, bullying, unnecessary physical contact etc.</p> <p>Where activities involve potential injuries (games, cooking, crafts, knives etc) clear instructions and safety advice should be provided.</p> <p>Leaders to have an agreed way of bringing quiet and/or stop activities – whistle, shouting stop, putting hand up etc.</p> <p>To deal with disruptive or dangerous behaviour consider appropriate mechanisms eg verbal warnings, card corners, talking to parents etc.</p> <p>Leader in charge should monitor timings to make sure activities flow from one to the next (and identify need for filler activities).</p> <p>Leaders should have filler activities or games in mind if circumstances arise where they are needed to provide focus.</p> <p>Leaders should ensure that those not taking part in an activity (or are out of play for a time period) are located in a safe area and do not interfere or obstruct those taking part in the activity. This is especially true of games.</p> <p>Make sure adequate rest time is built in for leaders, with a 'peaceful space' away from the general hubbub.</p>	
<p><b>Behaviour – Leaders –</b> Inappropriate / Inadequate Leadership</p>	<p>Leaders and Helpers</p>	<p>Ensure leaders are briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc.</p> <p>Ensure there are sufficient leaders / helpers available to run the meeting, event, or activity(s) safely.</p> <p>Ensure that the leaders and helpers running the meeting, event, or activity(s) have the necessary experience / are competent to run them safely. If not provide training, demos etc.</p> <p>Ensure that all the necessary licences, permits and permissions are in place for the activity(s) being undertaken at the meeting or event.</p> <p>Ensure any activity(s) being undertaken are permitted by the Scout Association / covered by Scout Insurance.</p> <p>Ensure a full programme has been specified including fill-in activities.</p> <p>Activities should be planned to fully occupy the participants and any change over times should be as quick as possible.</p> <p>Consider using radios to manage meetings, events, or activity(s) to manage them</p>	

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		<p>especially if mobile signals are poor.</p> <p>Leaders should familiarise themselves with the safe operation of the building or area being used ie first aid kits, fire evacuations, emergency access, setting/un-setting of any security alarms, locking doors and gates, fire equipment, heater controls, etc and if appropriate know where the H&amp;S files and user guides are held.</p>	
<b>Behaviour</b> - Confrontation / interactions with members of public and other campers	All present	Appropriate briefing of leaders and young people on required behaviour / Code of Conduct.	
<b>Fire Alarm / Equipment / Doors / Emergencies / Incidents / Exit Points / Access Routes</b>	All present	<p>Ensure appropriate fire equipment eg fire blankets/extinguishers are available or locations known.</p> <p>If required ensure an emergency fire alarm / evacuation process is in place and participants informed of the signal, what they need to do if they hear the signal and where to meet.</p> <p>Ensure that at least one mobile phone or alternative arrangement (landline) is available and easily accessible at all times to deal with any issues arising and emergencies.</p> <p>Ensure a robust InTouch process in place. If appropriate to the event, consider providing a home contact.</p> <p>Ensure that group details, Intouch and health information is readily available at all times in case of an incident or emergency either in paper format or electronic eg OSM.</p> <p>All personal/confidential/Intouch information should be secured and only accessible to people that need to access it. Paper copies should not be left out or unprotected; computer systems should be protected by passwords etc. All sensitive data to be kept out of view from young members.</p> <p>Ensure there is a first aid, emergency, sending someone home or cancellation procedure in place and that leaders and participants know what it is.</p> <p>If a meeting or event must be cancelled, parents / guardians should be informed as soon as possible using appropriate mechanisms eg email, texts, phone call, Facebook, WhatsApp etc. If possible, a positive acknowledgement should be obtained that they have received and understood the message. Ideally, and especially true if a late cancellation, a leader should attend the venue just in case anyone turns up by mistake.</p> <p>Ensure leaders can always accurately define their location in case they need to call</p>	

		<p>an emergency service, a parent to drop off / pick someone up etc.</p> <p><b>Indoors</b></p> <p>Fire doors should be closed at all times unless they have retainers to keep them open which automatically close when the fire alarm goes off.</p>	
<p><b>Security - theft</b></p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Encourage everyone to lock their vehicles when at a Scout meeting or event ie cars locked, bicycles padlocked, keys removed from electric buggies etc.</p> <p>Encourage people to appropriately look after or secure personal possessions (phones, handbags, purses etc) to avoid theft ie keep out of sight, keep with them, lock away etc</p> <p>At the end of a meeting or event and the facility has no other users present, all building doors should be locked, windows closed, alarm(s) set, gates locked, keys handed back etc.</p> <p>All valuable or dangerous kit/items should be secured where possible in a lockable area (trailer, car, box etc). Consider having a secure facility for valuable items.</p> <p>Consider measures to minimise theft.</p>	
<p><b>Safeguarding / Lost</b> – intruder access to the building or young person leaving unattended causing harm to individuals.</p>	<p>Young people</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>When choosing a location ensure that the location, as much as practical, is in an area where stranger/public access is unlikely or minimal. If not have appropriate measures been put in place eg wearing of scarves, arm bands etc.</p> <p>As appropriate ensure all leaders and adult helpers have completed DBS enquiries.</p> <p>Ensure supervision ratios follow Scout HQ guidance for meetings at the Scout Hut and away from the premises:</p> <ul style="list-style-type: none"> <li>• All sections - Inside Hall/Online - Minimum 2 Adults.</li> <li>• Beavers activities away - 1 to 6 plus Leader in Charge.</li> <li>• Cubs activities away - 1 to 8 plus Leader in Charge.</li> <li>• Scouts activities away - 1 to 12 plus Leader in Charge.</li> </ul> <p>Ensure all adults (leaders and helpers) are aware of the Yellow Card ie Young people first – safeguarding – a code of practice.</p> <p>If any leader or helper cannot make it on time, or at all, to an activity, ensure they</p>	

	<p>notify other leaders attending.</p> <p>A clear procedure for dropping off and collecting young people, that is appropriate for the age ranges taking part, should be in place and parents informed of the details.</p> <p>A register should be completed at the beginning of meetings or events, so that an exact headcount is known for supervision or emergencies purposes.</p> <p>Leaders should always monitor meetings or events to prevent, as much as practical, unauthorised departures and access by people not associated with the meeting/event, once all the young people have arrived.</p> <p>Ask leaders to challenge anyone they don't recognise or for young people to report people to a leader. Consider using arm/wrist bands or identifiable lanyards.</p> <p>Headcounts or roll calls should be considered periodically to check all participants are present especially when away from the Scout Hall. This may include setting check-in-times where all meet at an agreed meeting point at regular intervals (For example 30 minutes or an hour depending on location and age of young people).</p> <p>To be able to identify your young people and adults consider wearing a group necker, badge or group branded clothing.</p> <p>For activities, wide games etc remind young people about the importance of staying in their groups before activity begins.</p> <p>Ensure leaders and young people are familiar with the area and its facilities and leaders should define the area of an activity to ensure all present stay within it and do not wander beyond the limits defined.</p> <p>If during a meeting or event, a young person goes missing or does not turn up as expected (from say a hike), come up with a plan to find them. This may include trying to phone them if they have a mobile phone, searching around the location using adults and young people, asking members of the public if they have seen anyone, asking people at the event (especially their friends) if they have any ideas of where they may have gone, creating a search plan using groups of people etc. Depending on the circumstances at some point contact the parents (especially if you think they may have gone home), ensuring they are not unduly alarmed, and ultimately the emergency services.</p> <p>Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details.</p> <p>Young people must always be accompanied by another when away from the immediate area (inc. visits to the toilets).</p>	
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		Young people should be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger.	
<b>DBS / Training</b>		<p>Ensure DBS's are up to date for all Leaders and regular helpers.</p> <p>Where non-DBS'd helpers are present, check they are allowed to help (ie are not staying overnight), have a yellow card and not left unsupervised with a group of young members out of sight of DBS'd Adults. Ideally ensure they are paired up with another DBS'd adult.</p> <p>Ensure training is up to date and valid.</p> <p>Share all-important rule changes from Scout HQ with Leaders and Assistants as appropriate.</p>	
<b>Other Control Measures -</b> Trading Standards, Environmental Health and Health & Safety at Work	All present	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Ensure all activities comply with all relevant legislation and are legal. This includes current trading standards, environmental health legislation, appropriate licenses (alcohol, music, gambling etc).</p> <p>Ensure for any adventurous activities, leaders or third-party organisations, have the necessary insurance and activity permits and if necessary, contact Scout Insurance (Unity) to make them aware or to check that the activity is covered by Scout Insurance.</p> <p>Report any injuries to persons, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, to Group management. These to be reviewed by the Group Executive at their regular meetings.</p> <p><b>Scout Hall</b></p> <p>Numbers using the scout hall at any point should not exceed the stated limits either defined by the fire regulations, public entertainments licence or by the Scout Hall Hire agreement, whichever is the lower.</p>	
<b>Weather</b> - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, lightning, darkness.	All present	<p><b>General (outdoors, in or around the hall or away from the hall)</b></p> <p>Monitor the weather forecast in advance. If the weather looks inappropriate for the activity being undertaken and considering the age of the young people, then an alternative activity should be planned, or the event cancelled. Parents should be informed of the change as appropriate.</p> <p>Check the weather forecast just before the activity starts and adapt as required.</p> <p>Advise participants on suitable clothing to wear and carry (including sun protection</p>	

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		<p>and waterproofs) along with things like filled water bottle, optionally snacks etc.</p> <p>Check that everyone is suitably equipped at the start of the activity and leaders to consider having a few spare items available.</p> <p>Monitor the young people and return to the Scout Hall/activity base if the conditions dictate ie it gets too hot or the weather deteriorates.</p>	
<p><b>First Aid / Injuries that need treatment</b></p>	<p>All present</p>	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>As a minimum ensure someone present has a basic first aid certificate and first aid kit.</p> <p>Ensure there are sufficient suitably qualified first aiders to deal with the numbers taking part and the types of activities being undertaken. Consider having a dedicated first aider if more serious injuries are a possibility.</p> <p>A complete, up to date first aid kit should be available at all times in close proximity to the activities. More than one should be considered if activities are spread over a large area or to cope with the numbers attending.</p> <p>First aid kit(s) should take account of the activities being delivered and additional items should be considered to cater for weather conditions, time of year, location / landscape, and any known medical needs – sun cream, bites, ticks, survival blanket, hot drinks, spare clothing, torches, energy snacks, fresh water, jelly babies etc.</p> <p>If out of date items are found in a first aid kit do not use unless absolutely necessary. Put aside and arrange to be replaced.</p> <p>If you have used a first aid item or found an out-of-date item in a Scout Hall or Group first aid kit, then inform hall management so they correct the situation.</p> <p>No pills or medication should be stored in general first aid kits. Permitted medication such as paracetamol, suntan lotion, piriton etc. should be stored in a separate marked container and used, as necessary.</p> <p>First aid kits should be checked at regular intervals to ensure all items are up to date and complete.</p> <p>For young people with personal medication requirements ie pills, inhalers, EpiPen's etc, consider providing facilities to store securely and appropriately (eg fridge, cool box, etc) and supervise their schedule of taking medicines.</p> <p>Before providing first aid or medicines always verbally ask and/or check health forms to ensure there are no issues with doing so,</p> <p>Always check Health Forms for those taking part in any activity or event to ensure no</p>	

		<p>adjustments are required ie weak bones, claustrophobia, vertigo, can't swim etc.</p> <p>Consider providing a screened off area to deal with first aid issues or a dedicated first aid tent / room.</p> <p>Ensure details of the local A&amp;E department, local doctors, pharmacies etc are known.</p> <p><b>Scout Hall</b></p> <p>A standard H&amp;S First Aid box is provided in the Scout Hall foyer and a Catering First Aid kit in the kitchen for emergencies. Additionally, there are First Aid kits in the office for use at events outside the hall.</p> <p><b>Away from the Hall</b></p> <p>For sites where the risk of certain diseases is possible (eg weil's disease, ticks etc) members should be provided with appropriate instructions to take home of what to do if they becomes sick after the activity.</p> <p><b>First Aid Incident</b></p> <p>Call 999 if an emergency or carry out appropriate first aid. Wear PPE and goggles as appropriate and follow current guidance.</p> <p>Nearest hospital Ipswich NHS trust IP4 5PD 01473 712 233.</p> <p>Fill in an accident form. These should be reviewed by the Group Executive at their regular meetings.</p> <p>For critical incidents (involving loss of life, near loss of life or collapse of a structure) inform Scout HQ asap and follow the HQ process.</p>	
<p><b>Accessibility / Inclusiveness / Health Issues</b></p>	<p>All present</p>	<p>Ensure all activities are as inclusive as possible. Consider talking to a young person (and their parents or carers) to find the best way of dealing with situations where this is more challenging to meet than usual. Also work with their peers / friends to provide support.</p> <p>Ensure any accessibility, ability, disability, age, gender, dexterity or behavioural issues have been taken account of in the event, meeting or activity(s).</p> <p>Ensure the activity is suitable for the age group and their abilities.</p> <p>Ensure allergy or other health issues have been taken account of eg check health forms for people with allergies, provide ingredients list for allergens wherever possible and minimise the potential contact with possible allergens. For example, not selling tuck containing peanuts etc</p> <p>Take account of any individual issues highlighted in health forms such as</p>	

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		<p>sleepwalking, assistance required to access services due to disabilities etc.</p> <p>Ensure the planned activities take account of additional environmental hazards such as heatstroke, sunburn, cold, ticks and other insects and animals.</p>	
<p><b>Emergency exit points / access routes</b> – delays in emergency services arriving and gaining access causing more harm or fire damage.</p>	All present	<p><b>General (indoors or outdoors, in or around the hall or away from the hall)</b></p> <p>Ensure emergency vehicles can gain access to the area / building being used and any access routes are not blocked.</p> <p>For the Scout Hall, building or site being used, on arrival, all fire exits, and access routes checked to make sure they are correctly signed, unlocked and clear before young people arrive.</p> <p>Whilst occupying the area / building keep an eye on any fire exits and access routes to ensure they are still clear and safe to use.</p>	
<b>Cooking</b>			
<p><b>Cooking equipment used</b> – injuries to people during the cooking event.</p>	All taking part	<p>See <i>Section meeting risk assessment for details – particularly equipment used fit for purpose and safe, put away after use clean and dry.</i></p> <p>Cooking equipment should be:</p> <ul style="list-style-type: none"> <li>• Kept out of reach when not being used.</li> <li>• For sharp or potentially dangerous equipment (eg matches, lighters etc), items should be counted out and back in and only available for the minimal time required.</li> <li>• Appropriate for the planned activity and the right size for everyone taking part.</li> <li>• Returned to its correct place after use.</li> </ul> <p>Consider providing training / demonstrations as appropriate.</p>	
<p><b>Taking part</b> - injuries to people during the cooking.</p>	All taking part	<p>Cooking should be appropriate to the age, physical ability, dexterity etc of the people taking part including disabled or impaired people to ensure all activities are as inclusive as possible.</p> <p>Hands should be cleaned before and after cooking and in between as necessary.</p> <p>Ensure there is sufficient space between people to carry out the cooking safely.</p> <p>Consider the use of PPE such as eye protection, hair covers, gloves and aprons.</p> <p>Where higher risk equipment is being used eg cookers, knives, Trangia's etc consider additional safety measure such as adults undertaking the work, young people being</p>	

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		<p>more closely supervised, training etc, taking account of the age, ability etc of the young people involved.</p> <p>Take particular care when opening tins. Ideally use ring pull tops and consider supervision levels.</p> <p>When washing up be careful of sharp items being present in the water.</p> <p>Be careful when putting items to cook in hot water or oil to avoid splash's, vaporising (water into hot oil) etc.</p>	
<p><b>Activity constraints</b> – injuries during the activity.</p>	<p>All taking part</p>	<p>Consider covering / protecting surfaces to prevent damage caused by heat sources, cutting tools, food / ingredient spillage etc.</p> <p>Ensure the cooking device(s) – ie stoves, ovens etc are positioned to create a clear and safe working area for food preparation and cooking.</p> <p>Make sure all surfaces and cooking devices ie stoves etc are level and unlikely to fall over or spill things.</p> <p>Ensure appropriate tools and cutting surfaces are used to reduce damage to other surfaces and injuries to people.</p> <p>All cutlery, sharp objects eg knives etc should be safely stored in suitable containers, cupboards or drawer when not being used.</p> <p>The use of hot water urns, kettles or pump pots should be supervised or monitored to ensure water is safely decanted.</p> <p>Ensure the water from hot water taps isn't too hot so as to cause scalds.</p> <p>Ensure any hot items eg pots, pans, lids etc are handled safely using oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices.</p> <p>Ensure any hot items are placed on suitable surfaces (eg metal trays etc) when taken off heat sources.</p> <p>When finished with, hot items should be left to cool down safely. If necessary and practical cool down items in cold water.</p> <p>When outside, undertake catering and cooking in suitable environments ie not personal or family type tents unless part of an organised activity. Typically cook in the open, under dining shelters, in marques, or under pop-up gazebo's etc that have adequate space and use fire resistant materials.</p> <p>Where heat sources are used:</p>	

		<ul style="list-style-type: none"> <li>• Use in a defined area to restrict access.</li> <li>• Keep flammable material away.</li> <li>• Position handles so they are not directly heated.</li> <li>• Use wind shields / wind breaks as appropriate to stop people touching, flames being extinguished or to improve the efficiency of the heat source.</li> <li>• Keep heat sources away from flammable materials especially tent walls.</li> <li>• Do not heat inappropriate items such as stones that may splinter when heated, spray cans, chemicals, food containers that should be pierced before being heated etc.</li> </ul> <p>Turn off the heat source when not being used.</p>	
<p><b>Food preparation, cooking and hot food</b> – burns, cuts, scalds, food poisoning, allergies</p>	<p>All present</p>	<p>The number of people in a catering / kitchen area should be kept to the minimum required.</p> <p>Ideally ensure that someone present has a food hygiene certificate.</p> <p>Unless part of a supervised activity or simply to get water for a cold drink, an item of cutlery etc, young people should be excluded from catering / kitchen areas.</p> <p>Organise areas to minimise risks eg make drinks in a different area to cooking food and preparing food.</p> <p>Ensure good food hygiene practices are in place such as hand washing, washing up, separation of cooked and raw food and utensils used, catering gloves, coloured preparation boards etc to avoid cross contamination.</p> <p>Ensure food is properly cooked by use of temperature probes.</p> <p>Check health forms for people with allergies, provide ingredients list for allergens wherever possible and minimise the potential contact/use of possible allergens or use alternatives. For example, gluten free flour, no eggs etc.</p> <p>Consider sensible transportation of hot water / drinks and food.</p> <p>Cooking surfaces (kitchen, tables etc) should be kept clean and tidy to reduce cross contamination.</p> <p>All food should be suitably stored in containers and in accordance with appropriate environmental practice ie kept covered, chilled, frozen etc especially when being transported.</p> <p>Consideration should be taken to locking away or sealing food to protect from</p>	

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		<p>wildlife or vermin.</p> <p>Out of date food, refreshments, condiments, tuck etc should not be used.</p> <p>All food and material waste should be correctly stored and appropriately disposed of at the end.</p> <p>Where food is being prepared consider the need for at least one person to have a valid Food Preparation Certificate.</p> <p>Ensure rubbish and unused materials are taken away and surfaces cleaned at appropriate intervals during and at the end of the activity.</p> <p>Ensure there is supply of fresh drinking water.</p>	
<p><b>Fires, hot surfaces</b> – burns, scalds, evacuation</p>	<p>All present</p>	<p><i>See above for details – particularly setting up, checking before use, location, fire precautions, fire evacuation procedure, safe storage of fuels, removed and put in a safe area when no longer being used.</i></p> <p>When cooking using open fires (naked flames) account should be taken of additional measures to ensure that cooking can be carried out safely. Additional things to consider are:</p> <ul style="list-style-type: none"> <li>• Increased supervision levels.</li> <li>• Keeping as far away from the heat source as practical when putting or removing items on the fire. For example using long handled tongs etc.</li> <li>• Taking account of wind direction to minimise dangers from smoke, embers etc.</li> </ul> <p>Appropriate clothing and footwear – non-flammable.</p>	
<p><b>Behaviour, horseplay</b> – overexcitement, injuries.</p>	<p>All taking part</p>	<p><i>See above for details – particularly movement around the cooking area.</i></p> <p>Cooking rules and any guidelines should be explained clearly and concisely before commencing.</p> <p>The cooking should be monitored to make sure it is being run safely and the chances of injuries are minimised.</p> <p>Consider dividing up the people cooking into smaller groups, so that everyone is occupied, and groups are well matched in terms of cooking ability, temperament, working together etc.</p> <p>When cooking in groups, the group should agree on any ingredients that should not be added (or added at the end to their portion) so that everyone can eat the food. Similarly spices, salts and additional flavourings etc should be limited to make sure</p>	

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		<p>any food in not made inedible for any of the group.</p> <p>The cooking should be stopped or a cooling off period introduced if the activity gets out of hand and/or injuries are likely to happen or are happening or the participants are getting bored / restless. Use a clear communication to stop the activity. For example, everyone should stop as soon as they hear two blasts on the whistle, anyone shouting stop or leaders raise their hands. Have at least two people managing: one to control the cooking and one to monitor the area generally.</p>	
<p><b>First Aid / Injuries that need treatment / Incidents / Emergencies</b></p>	<p>All present</p>	<p><i>See above for details – particularly the first aid kit being suitable for the type of injuries that might result and additional kit to cater for cooking injuries.</i></p> <p>To treat scalds / burns have cold water available along with appropriate first aid kit items.</p> <p>Use catering plasters rather than standard plasters.</p>	