



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Section meetings and events	Date of risk assessment	25 Jun 2026	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	Next event		

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 (camps, hikes etc). 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?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls 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.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Lone working – People on their own - risk of a medical or other incident occurring that cannot be dealt with adequately	Leaders and helpers	Anywhere - indoors or outdoors, in or around the hall or away from the hall. No one should be left alone unless in an emergency or when no other option is available. When working alone, consider if you had an accident, can you raise the alarm, how long will it be before someone would realise you are missing, how long you will have to wait for help, if strangers are likely to be around etc and take appropriate measures to mitigate. No risky activities should be undertaken whilst alone. If possible, ensure that at least two people arrive at an agreed time, with sufficient time allowed before participants arrive, to open-up, set up or prepare for the meeting/event. At least two people should be present at the end of the meeting/event to lock up the venue, ensure everyone has gone home etc.	

		In the hall <i>See Scout Hall risk assessment for details.</i>	
Traffic / dropping off / picking up measures – injuries from collisions between vehicles (cars, lorries, ebikes, cycles, buses, scooters, coaches etc) and people	All present	Anywhere Everyone should be encouraged to arrive at a meeting or event by public transport, foot or bicycle whenever possible. If this is not possible consider car sharing. Anyone cycling to a meeting or event should be encouraged to wear a helmet. 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. Any kit, food supplies etc should ideally be brought on site before participants arrive and taken away after the participants have left. When not required, vehicles should not be left on site but parked in a suitable location away from the site unless required for medical or other essential reasons. Away from the hall When dropping off / picking up people away from the hall, ensure there is adequate space to safely do this and a large enough holding area to avoid accidents with moving vehicles. Ensure those dropping off people are aware of the arrival and departure arrangements. Where traffic volumes are likely to be high, consider marshal's and staggering dropping off / collection times and/or the use of minibuses, coaches etc to reduce the possibility of traffic issues. To reduce traffic movements and potential issues consider car sharing or providing a shuttle service using minibuses etc. The wearing of high visibility jackets should be considered for activities outside where the risks of not being seen adequately are high. For example, walking along roads without footpaths, crossing main roads, dropping off / collecting areas etc.	
Accommodation / Venue / Terrain / Route– Unsuitable terrain / area, steep descents, size, access etc	All present	Anywhere Avoid areas near water (rivers, lakes, ponds etc) and/or rock/cliff edges – risk of safety/health issues eg drowning, falling, and mosquitoes, ticks etc. If this can't be avoided erect a physical boundary to prevent/highlight to people that they are entering a hazardous area. Avoid areas where farm animals, pets, wildlife etc have significant droppings. There are potentially serious diseases that can be acquired following contact with animal faeces. If you are unable to avoid, then ensure the area has visible droppings removed before the event and ensure enhanced hygiene is practiced. See Scout Guidance on Ecoli (FS120626) for full details. Ensure that the venue / area is large enough to cater for the numbers attending, erection of any kit (tables, gazebos, etc), space for planned activities and the free movement of people. Consider whether a visit before the meeting, event or activity is required to ensure it is suitable and safe. Alternatively consider using google maps satellite view or similar, to	

		review the area being considered. Consider whether the area can be accessed safely by any vehicles ie cars, trailers, mini-busses, coaches, lorries etc. that need to. Consider creating a draft site layout to ensure everything fits and to help minimise concerns/issues.	
Facilities – health and hygiene issues, injuries etc	All present	Anywhere Ensure there are enough toilets, showers and washing areas to cater for the numbers participating including disabled people. If possible, have separate areas to divide by gender and age groups eg adults/young people etc. If required provide your own additional facilities ie changing / washing / shower facilities, gazebos, toilet tents, toilets etc. Ensure there is a suitable place/mechanism for disposing of any waste eg water, food, packaging etc. As appropriate, ensure facilities have adequate provision for the supply and disposal of female sanitary products, nappies, incontinence pads etc. If showers are available, ensure the site adequately manages the risk of Legionella. Ensure there is an appropriate source of fresh, drinkable water available. If you are running activities where clothing/kit may get wet (either through water activities or the weather) ensure there are facilities to dry the clothing/kit ie washing lines, tumble dryers, drying rooms etc. If any onsite/offsite activities (climbing walls, pedal karts, cave buses etc) are being used and supervised by our leaders, ensure we have the appropriate skills/permits and that they are suitable and safe and undertake a risk assessment before using. If any onsite/offsite activities (climbing walls, pedal karts, cave buses etc) are being used and supervised by other people (typically the onsite team or third-party service provider) ensure they have the appropriate skills/permits and risk assessments in place and undertake an 'external activities' risk assessment before using. Away from the hall When running activities (walk, hike, cycle ride, meeting on a field etc) away from the hall, that have no toilet facilities, ensure you check that no one needs to use them before setting off. Consider carrying toilet rolls, female hygiene products, wipes, nappies, water etc for emergency provision If chemical toilets are required, either use a Portaloo company or ensure there is a chemical toilet disposal point or natural waste pit available and that it's safely cordoned off.	
Protrusions, slips, trips, falls, collisions – injuries to people moving around.	All present	Anywhere Ensure that the venue has adequate lighting levels commensurate with the event, meeting or activity. At the Scout Hall a flood light is available that covers the car park if required. Ensure area is free from clutter, rubbish, spills, shards etc.	

		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. When not being used, ensure cupboard doors are closed or in a position that avoids undue risk of being collided with. 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. Make participants aware that they should not leave clutter over floor surfaces that cause trip hazards etc Barrier and bollards should be considered 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. There is a supply of these available at the scout hall When no longer required any items used should be removed and either placed in a safe area (against a wall etc) or back to its designated storage area to prevent being a trip hazard etc. 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. For example, laid out in straight lines wherever possible, gaps between structures should either not allow through traffic or be sufficient to allow people through easily, shouldn't obscure natural walkways through the area, especially public footpaths etc Ensure that any items put out eg gazebos, table, chairs, A-frames, feather flags, ropes etc do not create a trip hazard or impede public access, anchored down to cope with the predicted weather conditions and hazard tape considered to highlight areas of potential concern. All structures (gazebos, tables etc) should be pitched as far as possible on level ground free from obstructions and sharp objects. 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. 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. The need for electric cables to cross access routes, halls, or rooms, either indoors or outdoors, should be avoided if 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. If any parts of the area are icy or covered in snow, consider avoiding the icy/snow covered parts or where this is not possible, suitably treat with salt or other suitable solution and/or clear snow away. 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 or supervised by people who have been suitably	
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		trained or have a relevant qualification. No water games or activities should be carried out, especially indoors, where spillage could cause a high probability of a slip hazard or damage. Around and In the Scout Hall 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. 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 If required, ensure a ramp is in place to provide access to the Scout Hall where entrance steps impede access, to improve disability access or the safety of moving equipment in or out of the hall. A ramp is also available to improve the safety of moving equipment in or out of the shed. Away from the Scout Hall Check that any area used for activities (open ground, woods, tarmac areas etc) is suitable for the activity undertaken, the abilities of those involved and minimises the risk of accidents ie is not too uneven, slippery, has pot / rabbit holes, foliage, tree roots, nettles, rocks etc that could cause unnecessary injuries. For holes consider marking / filling in as appropriate. Ensure that any walking/cycling routes used during an activity are suitable for the activity undertaken eg take account of uneven surfaces, foliage, disabilities etc. Leaders will brief young people on behaviour in the environment, including avoiding brambles, nettles, and so on.	
Toilets / Showers / Sinks – scalds, etc	All present	Anywhere Care should be taken when using hot water taps / showers to ensure the water isn't too hot. When using hot water taps avoid putting hands directly in the water stream.	
Office / Meeting Room / General – safeguarding, theft, security, emergencies	All present	Scout Hall <i>See Scout Hall risk assessment for details plus:</i> 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.	
Storerooms / Storage Areas / Cupboards – injuries to people collecting and returning kit / equipment etc	All present	Anywhere 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. For potentially dangerous items eg knives, axes, saws, chemicals etc lock away.	

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		Scout Hall loft storage area This area should only be accessed by people who have been authorised to do.	
Stairs – slips, trips, emergencies, fire	All present	Anywhere Stairs should always be kept clear. Young people should be supervised and not allowed to play on stairs.	
Lift – slips, trips	All present	Anywhere Young people should be supervised and not allowed to play with lifts. Scout Hall The lift should always be kept clear. The lift should only be active (via the key) if required for equal access purposes or to transport heavy items to the upper floor.	
Kit / Equipment eg tables, chairs, other equipment – injuries to people, contamination, infections, allergies, deterioration etc.	All present	Anywhere 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. If required, ensure appropriate transportation mechanisms (trailers, vans, cars, trolleys etc) are in place to move kit and equipment to and from the venue / event and during the meeting / event. When using any vehicle (van, car etc), trolley or trailer for transporting kit /equipment ensure it is fit for purpose, isn't going to be overloaded, load weight is distributed appropriately (60/40% rule), large items tied down, loads secured to avoid movement, lightweight items higher, lights working etc. and for trailers is within the towing limits of the vehicle pulling it. Ensure any equipment and kit is appropriate for the age of the participants involved ie make sure they can use it safely etc. Consider counting in and out potentially harmful and attractive kit and equipment eg knives, lighters, scissors etc When no longer required any equipment, kit etc used should be removed and placed in a safe area or its designated storage area and stacked/stored safely ie located fully on the shelf, in a box etc to prevent injuries. Any kit and equipment used (catering equipment, camping kit, electrical equipment, gas equipment etc) should be put away clean and dry to minimise deterioration, mould, damp etc Chairs, tables, benches etc should be stacked so they cannot fall. 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. Scout Hall 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.	
Electrical Considerations – electrocution, burns, fires etc	All present	Anywhere 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. All portable or fixed electrical equipment including non-scout group kit used, should be visually checked before use and if damaged taken out of service and replaced/repared asap. When connected together, any electrical setup (lighting, heaters, disco system etc) should be checked to ensure it is connected together and working, properly with sockets not overloaded, no multiple way adaptors cascaded, protected by trips etc. Any portable, group or personal electrical equipment should adhere to any required electrical installation testing standards eg PAT testing. Outside Any electrical equipment used outside should be adequately protected against moisture or water ingress and have suitable trip arrangements in place. Scout Hall Any audible PA systems (including disco systems) should be connected to the red sockets in the main halls, so the system is disconnected if the fire alarm goes off.	
Gas Considerations – explosions, carbon monoxide poisoning etc	All present	Anywhere 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. All 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. Any non-Scout Group owned mobile gas appliances ie personal equipment should adhere to any required gas standards / tests. 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. 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. 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. 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. Gas bottles should be stored, used and transported in an upright position.	

		Gas bottles should be stored outside, in a well-ventilated place, away from sources of heat and ignition, away from building entry/exit points and drains, above ground level and not near corrosive, toxic or oxidant materials. For long term storage gas bottles should be stored safely outside in a cage. Gas bottles are currently stored at 7 Quantock Close. Scout Hall / Enclosed space 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. For overnight activities, sleepovers etc gas containers can be stored at the Scout Hall but must be outside of the building in a safe area when not being used.	
Fire / Hot Surface Considerations – burns, scalds, evacuation	All present	Anywhere 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. 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. 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, grass etc to minimise burn risks, damage and fires getting out of hand. 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. 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. Leaders should familiarise themselves with the position and types of firefighting equipment available. Leaders should familiarise themselves with the position and types of first aid kit available to deal with burns, scalds, injuries etc. Ensure hot clothes/gloves, hooks etc are available for moving hot items. No smoking or vaping allowed unless in a defined smoking/vaping area. Apart for standard Scouting use (eg gas bottles, meths, candles etc), no flammable, explosive, or otherwise dangerous materials or equipment to be used indoors. Any combustible materials/substances, dangerous chemicals, or waste used to be stored safely to minimise the risk of catching fire. For lighting that can get hot (paraffin, tungsten etc) make sure they cannot be easily touched either through distancing measures, location, or guards. Turn off heat sources when not being used.	

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		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/stored safely.	
Fuels, Chemicals, Solvents, Adhesives etc – injuries from misuse of cleaning materials, allergic reactions, etc.	All present	Anywhere Any fuels, chemicals, solvents, adhesives etc should be in appropriate containers/ packaging and being appropriately stored. Adults to supervise any use of any fuels, chemicals, solvents etc, including washing up liquid etc. Appropriate training should be given, and PPE should be worn as per the manufacturer's guidance. Ventilation advice should be taken account of, as per the manufacturer's guidance. All leaders (adults and young leaders) should know what to do in the event of an emergency ie fire, chemical spill etc) and where the emergency assembly point is. Leaders should familiarise themselves with the position and types of emergency equipment available. Leaders should familiarise themselves with the position and types of first aid kit available to deal with burns, scalds, injuries etc. When no longer required any fuels, chemicals, solvents etc used should be removed and either placed in a safe area or back in its designating storage area to prevent injuries and stacked/stored safely.	
Materials / Rubbish – cuts, allergic reactions, contamination, stains etc.	All present	Anywhere Ensure any rubbish and unused materials are removed at appropriate intervals during and at the end of any activity. At the end of every 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.	
Clothing / Personal Kit - fit for purpose.	All present	Anywhere 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. Ensure any additional requirements have been identified and specified eg ruck sacks, mobile phones, snacks, drinks, torches, spare clothing, first aid kits, emergency provisions etc. Consider if any additional safety requirements are required and specify - hi-viz, no jewellery, hairbands etc. Consider if centrally provided spare clothing, kit etc needs providing.	

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Putting Out / Erecting Equipment – injuries to people setting up, moving, using or collapsing furniture or equipment.	All present	Anywhere 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. When moving tables, chairs and equipment, where possible appropriate transport mechanisms should be used ie table/chair trolley's, trolleys, sack barrows etc. 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.	
Menu / Food Storage – health and hygiene issues etc	All present	Anywhere If required, provide a menu/food list for the event and any activities being undertaken that takes account of the facilities available and the type of cooking being undertaken, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required and takes account of dietary and allergy requirements of the participants. Store food in accordance with food safety guidelines ie chilled, frozen, keep covered etc especially when being transported. Ideally store food off the ground and in containers. Consideration should be taken to locking away or sealing food to protect from wildlife or vermin. All food and material waste should be correctly stored and appropriately disposed of at the end.	
Kitchen / Cooking Area, Drinks, Tuck, Refreshments, Food – burns, cuts, scalds, food poisoning, allergies	All present	Anywhere Ensure that the catering area and set up/layout, is appropriate and safe for the catering activity eg surfaces, spacing, kit used, storage areas etc. Organise catering area to minimise risks between different activities that might cause increased risk eg drinks prepared in a different area to food preparation / cooking, etc Cordon off any catering areas that need to be for safety reasons and to make inaccessible to others and the public. 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. The number of people in a catering / kitchen area should be kept to the minimum required. 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. Surfaces (kitchen, tables etc) should be kept clean and tidy to minimise cross contamination at all times. Consider sensible transportation of hot water / drinks and food. Out of date food, refreshments, condiments, tuck etc should not be used.	

		If appropriate ensure temperature probes are available to make sure food is properly cooked. All cutlery, sharp objects eg knives etc should be safely stored in suitable containers, cupboards or drawer when not being used. The use of hot water urns, kettles or pump pots should be supervised or monitored to ensure water is safely decanted. Ensure that suitable cleaning products and equipment is available. When no longer required any sharp or dangerous items used should be removed and either placed in a safe area or back in its designated storage area to prevent injuries. Scout Hall Kitchen Signs are present in the kitchen warning of hot areas, food preparation surfaces etc.	
Preparation	All Present	Anywhere Do any participants, (leaders, parents, young people etc) need informing of - the outline details of the event/activity especially if away from the hall ie where, duration, activities undertaken etc. - anything they need to wear (waterproofs, old clothes etc) or bring eg tent, items for a craft night, art items etc.	
Activity Area – injuries during the activity.	All present	Anywhere Ensure that the overall area and set up/layout, is appropriate and safe for the meeting, event, or activity(s) eg surfaces, spacing, kit used, storage areas etc. Organise areas to minimise risks ie use different areas for different activities that might cause increased risk eg heat sources in a different area to glueing area etc Cordon off any areas that need to be for safety reasons and to make inaccessible to others and the public. Ensure there is sufficient space between people to carry out the activity safely Ensure there are designated areas set aside for the storage of activity kit and equipment for the duration of the activity. Brief to keep out of these areas as appropriate. For potentially dangerous items eg knives, saws, chemicals etc lock away or make sure they are not easy to access. Ensure any surfaces (eg tables etc) are cleaned at appropriate intervals during activities.	
Meeting / Event / Activity	All present	Anywhere Check participants have turned up: wearing the appropriate footwear (eg shoes, trainers, walking boots, plimsols etc), headwear and clothing for the venue, activity(s), terrain, weather conditions and time of year.	

		• With any jewellery, hair etc appropriately worn for the activity – hair tied back, hair bands used, jewellery removed etc. • with any necessary kit, spare clothing, food, water and any other additional requirements specified. • are being worn/carried appropriately ie no loose clothing, footwear secured to feet, shoelaces tied, pockets emptied of inappropriate items eg smartphones, glasses, pens, medicines etc, that may cause injury or get broken during an activity and if not act accordingly. Check that any clothing, equipment or kit brought by participants is fit for purpose ie not damaged, unsafe or not suitable and act accordingly. If required, check if personal PPE such as eye protection, hair covers, catering gloves and aprons is being worn and used safely. 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. If required, check that hi-viz vests, day/ruck sack covers etc are being worn / are in place. If required for supervision, kit quantities available, keeping participants occupied, creating teams for games/activities etc purposes, consider sorting participants into smaller groups. If groups are required consider whether they need to be matched in terms of ability, temperament, working together, etc. If required provide a participant's briefing covering issues such as: • rules / instructions / guidelines for the meeting, event, or activity(s). • handling chemicals, glues, solvents, gas, gas appliances, hot water etc. • 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. If required provide training/demonstrations on using the equipment and carrying out the activity. Consider if leaders need to provide /carry spare kit, clothes, food, drinks, first aid items etc to cater for weather conditions and possible health issues (people being sick).	
Manual Handling – back injuries, strains, cuts, bruises etc	All present	Anywhere Any lifting should be undertaken safely eg straight back, two people where weight exceeds recommended limits etc and use mechanical aids if appropriate.	

		Ensure appropriate safety equipment is available and worn if required eg gloves, googles etc. However, bear in mind that gloves may affect your grip. Ensure the venue has been laid out to minimise the need to carry kit and equipment any further than is necessary and/or allow vehicles as close as possible to where it needs to be delivered (commensurate with minimising any traffic issues). Ensure any kit or equipment being carried either on backs or by hand for the event / activity is light enough to be carried safely. 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. Supervise young people carrying larger items. Remind people how to lift and carry safely if necessary. Never carry kit/equipment above shoulder height and take care when turning to prevent contact with other people. Ensure that anything placed on top of cupboards or above head height is safe and can be lifted down safely.	
Personal Hygiene and Well Being – rashes, odours, illness, constipation etc	All present	Anywhere Ensure participants are: • keeping clean ie washing their hands etc, on a regular basis. • have any injuries looked at and dealt with appropriately and in a timely fashion. • are taking measures to deal with the weather eg sun cream, lip balm, hats etc • eating and drinking adequately. Ensure participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, paracetamol, lip balm, sunglasses, hats etc. 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. 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. Take into consideration new scouts joining and consider buddying up with an older scout, young leader or nominate an adult contact. Consider wearing long trousers and long-sleeved tops when walking through long grass, woods etc where ticks, snakes and mosquitos are a potential problem. Avoid bare feet unless activity specific.	

		If any participant is taking regular medicines, they have them with them or a designated person and taken at the prescribed time. 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. - consider putting in place measures to identify health issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free, can't swim etc. - if required for an activity, specify any criteria required ie can swim 50m, parent permission (air rifles say) etc	
General Behaviour – Inexperience / Lack of competence, over energetic young people leading to loss of control and causing an injury or damage to kit.	All present	Anywhere 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. A code of conduct and/or rules should be considered to set clear expectations of behaviour covering, teasing, taunting, bullying, unnecessary physical contact etc. Where activities involve potential injuries (games, cooking, crafts, knives etc) clear instructions and safety advice should be provided. Leaders to have an agreed way of bringing quiet and/or stop activities – whistle, shouting stop, putting hand up etc. Activity should be monitored to make sure it is being run safely, and the chances of injuries are minimised. Activities 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. To deal with disruptive or dangerous behaviour consider appropriate mechanisms eg verbal warnings, card corners, talking to parents etc. Leader in charge should monitor timings to make sure activities flow from one to the next (and identify need for filler activities). Leaders should have filler activities or games in mind if circumstances arise where they are needed to provide focus. 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. Make sure adequate rest time is built in for leaders, with a 'peaceful space' away from the general hubbub.	

1st Kesgrave Scout Group

Leadership – Inappropriate / Inadequate Leadership	Leaders and Helpers	Anywhere Ensure leaders are briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. Ensure there are sufficient leaders / helpers available to run the meeting, event, or activity(s) safely. 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. Ensure that all the necessary licences, permits and permissions are in place for the activity(s) being undertaken at the meeting or event. Ensure any activity(s) being undertaken are permitted by the Scout Association / covered by Scout Insurance. Ensure a full programme has been specified including fill-in activities. Activities should be planned to fully occupy the participants and any change over times should be as quick as possible. Consider using radios to manage meetings, events, or activity(s) to manage them especially if mobile signals are poor. 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&S files and user guides are held.	
Peer Led Activities – inadequate training		Anywhere For peer led activities (typical scouts and explorers), ensure: • Leaders help with the planning, preparation and any training required. • Put in place a supervision plan to ensure that the group is monitored and supported	Supported by Leaders as required
Public and other site users - Confrontation / interactions with members of public and other site users	All present	Anywhere Appropriate briefing of leaders and young people on required behaviour / Code of Conduct.	
Accessibility / Inclusiveness / Health Issues	All present	Anywhere 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. Ensure any accessibility, ability, disability, age, gender, dexterity or behavioural issues have been taken account of in the event, meeting or activity(s). Ensure the activity is suitable for the age group and their abilities. 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 Ensure food, snacks etc take account of any dietary requirements of the participants. Check Health Forms for those taking part in any activity or event to ensure no adjustments are required ie weak bones, claustrophobia, vertigo, can't swim, sleepwalking, assistance required to access services due to disabilities etc. Ensure the planned activities take account of additional environmental hazards such as heatstroke, sunburn, cold, ticks and other insects and animals.	
Fire Alarm / Equipment / Doors / Emergencies / Incidents	All present	Anywhere Ensure appropriate fire equipment eg fire blankets/extinguishers are available, or locations known. 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. 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. Ensure there are sufficient mobile phones or alternative arrangements (landlines) to deal with the numbers taking part and the types of activities being undertaken. Check that mobile phone signals are adequately guaranteed throughout the site. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. Consider a checking the signal beforehand on pre-visit. Ensure a robust InTouch process in place. If appropriate to the event, consider providing a home contact. 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. If groups are split into smaller groups for activities, travelling etc (onsite or offsite) consider whether the group leader needs to maintain a list of who is in each group and have their contact details and any details of any medical or other issues readily available. 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. Ensure there is a first aid, emergency, sending someone home or cancellation procedure in place and that leaders and participants know what it is. 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. Ensure leaders can always accurately define their location in case they need to call an emergency service, a parent to drop off / pick someone up etc. Indoors 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. Scout Hall Section fire drills should be held in the Scout Hall at least once a year and a record of the date and time recorded. Away from the Hall Consider having at least four young people if split into group so two can go back to leader for help, while one stays with the injured person. Tell young people where a leader will be at all times. Use a landmark or a place that's easy to remember.	
Emergency exit points / access routes – delays in emergency services arriving and gaining access causing more harm / fire damage.	All present	Anywhere Ensure emergency vehicles can gain access to the area / building being used and any access routes are not blocked. For the Scout Hall, building or site being used, on arrival, all fire exits, and access routes should be checked to make sure they are correctly signed, unlocked and clear before young people arrive. 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.	
First Aid / Injuries that need treatment	All present	Anywhere As a minimum ensure someone present has a basic first aid certificate and first aid kit. 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. 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. 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, burns deep cuts, and any known medical needs – sun cream, bites, ticks, survival blanket, hot drinks, spare clothing, torches, energy snacks, fresh water, jelly babies etc. If scalds / burns are likely, have cold water available, either as a running tap or bucket/bowl of water, along with appropriate first aid kit items. 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. 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.	

		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. First aid kits should be checked at regular intervals to ensure all items are up to date and complete. 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. Before providing first aid or medicines always verbally ask and/or check health forms to ensure there are no issues with doing so, Consider providing a screened off area to deal with first aid issues or a dedicated first aid tent / room. Ensure details of the local A&E department, local doctors, pharmacies etc are known. Scout Hall A standard H&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. Away from the Hall For sites where the risk of certain diseases is possible (eg weill's disease, ticks etc) members should be provided with appropriate instructions to take home, of what to do if they become sick after the activity. First Aid Incident Call 999 if an emergency or carry out appropriate first aid. Wear PPE and goggles as appropriate and follow current guidance. Nearest hospital Ipswich NHS trust IP4 5PD 01473 712 233. Fill in an accident form. These should be reviewed by the Group Executive at their regular meetings. 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.	
Security / Theft	All present	Anywhere Encourage everyone to lock their vehicles when at a Scout meeting or event ie cars locked, bicycles padlocked, keys removed from electric buggies etc. 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. Encourage people not to bring valuable or sentimental items to scout activities. 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. Consider measures to minimise theft.	

		All valuable or potentially dangerous kit/items should be secured where possible in a lockable area (trailer, car, box etc). Consider having a secure facility for valuable items.	
Safeguarding / Lost – intruder access to the building or young person leaving unattended causing harm to individuals.	Young people	Anywhere When choosing a venue ensure that the location, as much as practical, is not in an area where stranger/public access is likely. If it is, consider appropriate measures eg wearing of scarves, lanyard, arm/wrist bands, scout branded t-shirts etc. Ensure supervision ratios follow Scout HQ guidance for meetings at the Scout Hut and away from the premises: • All sections (except squirrels) - Inside Hall/Online - Minimum 2 Adults. • Squirrels - 1:6 inside plus leader in charge. Activities away 1:4 plus Leader in Charge • Beaver activities away - 1 to 6 plus Leader in Charge. • Cub activities away - 1 to 8 plus Leader in Charge. • Scout activities away - 1 to 12 plus Leader in Charge. • Explorer activities away – Minimum 2 Adults. • It is also good practice to have at least one male and one female Leader. If any leader or helper cannot make it on time, or at all, to an activity, ensure they notify other leaders attending. A clear procedure for handing over eg 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. A register should be completed at the beginning of meetings or events, so that an exact headcount is known for supervision or emergencies purposes. 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. Ask leaders to challenge anyone they don't recognise or for young people to report people to a leader. 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). To be able to identify your young people and adults consider wearing a group necker, badge or group branded clothing. For activities, wide games etc remind young people about the importance of staying in their groups before activity begins. 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. Consider briefing everyone regarding procedure if lost/separated. 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. Consider providing all participants with an 'In Case of Emergency' (ICE) form which lists key leaders and facility contact details. Consider the need for young people to use their own mobile phone. Young people must always be accompanied by another when away from the immediate area (inc. visits to the toilets). Young people should be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger.	
DBS / Scouting	Young people	Anywhere Ensure all adult leaders and regular helpers have completed DBS enquiries and are up to date. Ensure all adults (leaders and any helpers) and young leaders are aware of the Yellow Card / Orange Card / Purple Card / Green Card and Safety checklist cards. Where non-DBS'd adult 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. For all adult / young leaders ensure scout training is up to date and valid. Share all-important rule changes from Scout HQ with Leaders and helpers as appropriate.	
Other Control Measures - Trading Standards, Environmental Health and Health & Safety at Work	All present	Anywhere 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). 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. 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.	

		Where vehicles (vans, lorries, minibuses etc) and/or trailers are used to transport kit and equipment, the person doing so has the necessary driving licence. Scout Hall 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.	
Weather - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, lightning, darkness.	All present	Anywhere 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. Weather forecasts should be checked and monitored throughout, and activities adapted as required. Advise participants on suitable clothing to wear and carry (including sun protection and waterproofs) along with things like filled water bottle, optionally snacks etc. Check that everyone is suitably equipped at the start of the activity and leaders to consider having a few spare items available. 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. Stop activities in the event of lightning and move to a safe location ie move to low ground, a vehicle or a nearby building and spread people out. Avoid standing under trees or other tall objects that attract lightning strikes or open fields, high ground (top of a hill or ridge top) and stay away from water/wet objects (wet ropes etc) and metal objects (such as fences and poles). Advised everyone to bring a torch if activities are held whilst it is dark, away from the hall.	