

## Eastwinds Scout Activity Centre – Overview Risk Assessment

This document has been completed to provide an outline risk assessment [RA] for the Eastwinds Scout Activity Centre, Brislington, Bristol. BS4 4DY.

This RA is not intended as a detailed assessment of potential risks for users of the premises activities, regular and/or ad-hoc usage.

Users must undertake their own assessment of risk of the activities etc that they undertake whilst on the premises. It should be read and understood by all Adult Volunteers [AV] attending the meetings and must be available on request to anyone participating and/or their parent or guardian together with anyone connected with Scouting or other users/hirers of the premises. It should be noted this document forms only a part of the mechanism for safety and that 'dynamic' risk assessments should be ongoing throughout users meeting/use of the premises.

The structure of the Risk Assessment is presented in eight sections (columns).

- Hazard - something that may cause harm or damage associated with the risk – This section details the hazards associated with the risk
- Risk – Is the harm that may occur from the hazard This section identifies the area of risk
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From 1 = very unlikely through to 5 = Almost certainly going to happen
- S – This section details the Severity of the hazard, should it occur. From 1 = Very minor concern through to 5 = Very serious
- R – This section multiplies the Likelihood with the Severity to determine a Risk rating. This rating should be used to prioritise safety management and resources.
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.

**NB: This is a 10-page document.**

Assessment Matrix:

| Risk Rating   |   |  |   | Rating Action Bands      |  |
|---|---|--|---|--------------------------|--|
| Likelihood  | X | Severity of Injury                               | = | Assessed Band            | Control Measures   |
| 1. Most Unlikely  |   | 1. Minor Injuries                                |   | Minimal Risk<br>1 or 2   | Maintain Existing Measures   |
| 2. Unlikely   |   | 2. Slight Injuries/<br>Minor Situation           |   | Low Risk<br>3 or 4       | Review Control Measures<br>periodically  |
| 3. Likely   |   | 3. Serious<br>Injuries/ Incident<br>or Situation |   | Medium Risk<br>6 or 8    | Improve Control Measures or<br>Increase Monitoring<br>Frequency/Vigilance                                  |
| 4. Most Likely  |   | 4. Major Injuries/<br>Incident/Situation         |   | High Risk<br>9, 12 or 16 | Improve Control Measures/<br>Monitoring immediately or<br>consider stopping activity until<br>risk reduced |
| <b>To establish Risk Rating multiply "Likelihood" by the "Severity"</b> |   |  |   |                          |  |

Date of First assessment: 20<sup>th</sup> February 2020

Re-Drafted: February 2024. Initial 'return from Covid 2021-22' version no longer available.

Approved by The Board of Trustees – Bristol South Scouts

Subject to annual review, not more than one year since adoption or last review.

| Potential Hazard      | Risk associated with Hazard | Who could be harmed    | L<br>i<br>k<br>e<br>l<br>y | S<br>e<br>r<br>i<br>o<br>u<br>s | R<br>i<br>s<br>k<br><br>R<br>a<br>t<br>e | Measures to reduce or manage Risk  | Responsibility   | Feedback From Dynamic Risk Reviews For Risk Assessment Amendment |
|-----------------------|-----------------------------|------------------------|----------------------------|---------------------------------|--|--|--|--|
| <b>General Topics</b> | Safeguarding young people   | All Users And Visitors |                            |                                 |  | <ul style="list-style-type: none"> <li>• Risk Assessment specific to activity completed by users.</li> <li>• All Scout adult volunteers hold a current DBS.</li> <li>• Permissions containing emergency contact details/medical dietary requirement to be forwarded to Parent/Carers to be completed and returned to leader in charge prior to or on evening of activity.</li> <li>• In some circumstances Young People will not be able to participate without parental permission</li> <li>• Leaders to carry spare forms.</li> <li>• Leaders to carry charged mobiles in case of emergency.</li> </ul> <p><b>Beware signal strength is variable.</b></p> <ul style="list-style-type: none"> <li>• Ensure supervision ratios are met.</li> <li>• Registration completed with head count</li> </ul> | <p>User Groups unless otherwise stated. [UGUOS]</p> <p>Delegation of responsibility within users is at their discretion and/or assessment.</p> |  |

|  |  |  |                  |                  |                  |  |       |
|--|--|--|------------------|------------------|------------------|--|-------|
|  |  |  |                  |                  |                  | <p>where necessary at each event/meeting.</p> <ul style="list-style-type: none"> <li>• Designated trained First Aider known to young people and adults on site</li> </ul>  |       |
| <p><b>Lone working</b><br/>One volunteer arriving earlier or leaving after others</p>              | <p>Incident or injury occurring unknown to others until arrival</p>                              |  | 3                | 2                | 6                | <ul style="list-style-type: none"> <li>• Volunteers arrive at agreed times.</li> <li>• Adults carry mobile phones with them in case of an incident.</li> <li>• Wait for others to arrive before undertaking anything which may cause a risk of injury.</li> </ul>  | UGUOS |
| <p><b>Equipment.</b><br/>Use of tables and chairs<br/>other<br/>Equipment required for meeting</p> | <p>Lifting and carrying injuries<br/>Knocks/Bruises<br/>Nicks/Cuts<br/>Slips Trips and Falls</p> |  | 1<br>3<br>1<br>2 | 2<br>2<br>2<br>2 | 2<br>6<br>2<br>4 | <ul style="list-style-type: none"> <li>• Volunteers and Young Leaders oversee setting up and moving tables and chairs.</li> <li>• No one carries tables alone.</li> <li>• Stack chairs appropriately in storeroom so they do not fall.</li> <li>• Stacks should not be more will fit on chair trolleys.</li> <li>• Volunteers oversee stacking and unstacking chairs.</li> <li>• Volunteers set out tables and chairs at the start of the meeting (based on planned activities) and store them to edge of floor until needed.</li> </ul> | UGUOS |
| <p><b>Floor</b></p>  | <p>slips, trips, falls.</p>  |  | 2                | 2                | 4                | <ul style="list-style-type: none"> <li>• Check floor is clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury.</li> <li>• Make sure everyone is wearing</li> </ul>   | UGUOS |

|  |                                |  |   |   |   |   |       |  |
|--|--------------------------------|--|---|---|---|---|-------|--|
|  |                                |  | 2 | 2 | 4 | <p>appropriate footwear and it is secured to their feet and fastened.</p> <ul style="list-style-type: none"> <li>• Check doormat at the entrance.</li> </ul> <p>Encourage everyone to wipe shoes on arrival, especially if wet.</p>   |       |  |
|  |                                |  | 1 | 2 | 2 |   |       |  |
| <b>Traffic</b> – collisions between vehicles and people. | Minor/Major injuries.<br>death |  | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Only volunteer vehicles permitted in the car park. Parents must park and walk their child to the Hall.</li> <li>• <b>Vehicular access to bring/pick up those with mobility or cognitive impairment is permitted. Drivers should be briefed about constraints prior to first visit.</b></li> <li>• Volunteers to arrive prior to meetings to ensure their cars are parked before young people arrive.</li> <li>• The bridge area access to the premises is narrow, users to ensure this is not obstructed at any time, including arrival and departure.</li> <li>• Brief parents and carers on safe arrival and departure process.</li> <li>• When appropriate volunteer supervises from the entrance to make sure young people arrive in the building safely.</li> <li>• <b>NB: vehicular access via St. Anne’s Terrace is restricted advise any visitors of this constraint.</b></li> </ul> | UGUOS |  |
|  |                                |  | 2 | 4 | 8 |   |       |  |
|  |                                |  | 2 | 4 | 8 |   |       |  |
|  |                                |  | 3 | 3 | 9 |   |       |  |

|   |                                       |  |   |   |   |   |              |  |
|---|---------------------------------------|--|---|---|---|---|--------------|--|
| <p><b>Behaviour</b> – overexcitement, especially at start and end of the evening.</p> | <p>Slips trips and falls</p>          |  | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>• If there are various sections code of conducts made by the “Young People for the Young People” which set out clear expectations of behaviour, use these.</li> <li>• Young people to remove coats and hang these appropriately not leaving where may impede access/exit.</li> <li>• It may be advisable for a volunteer and/or Young Leader runs a filler activity for young people as they arrive to provide focus.</li> <li>• User groups will have their own process for dealing with young people causing disruption and not following instructions which may be detrimental to health and safety, their own and others.</li> <li>• Have a defined time and place for collection after the meeting. clear waiting area for collection.</li> <li>• Volunteers monitors timings in the meeting to make sure activities flow from one to the next</li> </ul> | <p>UGUOS</p> | <p>Suggestion: young people displaying behaviour likely to cause injury to themselves or others to be closely supervised or in extreme cases removed from the activity. NB: Alternative activity provision must be made.</p> |
| <p><b>Security</b></p>  | <p>Intruder access<br/>Left child</p> |  | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>• Adults to follow their group’s arrangements for preventing unauthorised departure and access once the young people have arrived.</li> </ul>  | <p>UGUOS</p> | <p>‘Abduction risk should also be considered’.</p>   |

|   |                      |  |   |   |   |  |       |  |
|---|----------------------|--|---|---|---|--|-------|--|
|   |                      |  | 2 | 4 | 8 | <ul style="list-style-type: none"> <li>• <b>All doors must remain unlocked unbolted so as not to obstruct evacuation in an emergency situation.</b></li> <li>• Volunteers carry mobile phones.</li> <li>• Users to undertake some form of registration and Head Count once everyone has arrived, start of meeting.</li> <li>• Clear communication between volunteers and parents/carers with regards to drop off/pick up. Volunteers to be informed by parents if another adult known to young person is collecting as young person will be expected to identify collecting adult to the volunteers before being released</li> </ul> |       | <p>Scouting specific:<br/>Volunteer in charge to have access to OSM/records in case of emergency</p> <p>Abduction/<br/>inappropriate access risk also to be considered</p> |
| <b>Kitchen</b> –heat sources and sharp items. | Burns/Scolds<br>Cuts |  | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Limit access to the kitchen unless part of a supervised programmed activity.</li> <li>• Young people to be always supervised whilst using Kitchen area.</li> <li>• Age-appropriate younger members to conduct food prep activity on tables in the hall under supervision of volunteers and access to the kitchen area will be limited.</li> <li>• Food stored in the kitchen must be done in an appropriate manner, containers and not excessive quantity.</li> <li>• Access to and use of knives/sharps.</li> </ul>  | UGUOS | <p>It is suggested that no young person has access unless as part of an organiser and supervised activity.</p> <p>Better still take home and bring as required.</p>        |
|   |                      |  | 2 | 4 | 8 |  |       |  |
|   |                      |  | 3 | 3 | 9 |  |       |  |
|   |                      |  | 2 | 4 | 8 |  |       |  |

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|--|---|--|-------------|-------------|-------------|---|---|---|
| <b>Chemicals – cleaning materials.</b> | Skin/Eye irritation<br>Allergies<br>Burns |  | 2<br>2<br>1 | 4<br>4<br>3 | 8<br>8<br>3 | <ul style="list-style-type: none"> <li>• Access to chemicals used for cleaning by Volunteers only.</li> <li>• Cleaning materials in kitchen to be kept at 'high level.' Minimal quantities.</li> <li>• COSHH data sheets to be available to volunteers for quick reference.</li> <li>• Adult volunteers only are responsible for any cleaning using chemicals.</li> <li>• Volunteers to supervise the use of brushes and dustpan and brushes for clearing floor after activities.</li> </ul>  | UGUOS   | Use of environmentally 'safe' products to be considered.<br><br>Use of gloves, aprons to be considered. |
| <b>Fire</b>                            | Burns/scolds death                        |  | 1<br>2<br>2 | 2<br>4<br>4 | 2<br>8<br>8 | <ul style="list-style-type: none"> <li>• Smoke Alarms regularly tested, and batteries changed.</li> <li>• Fire extinguishers, emergency lights regularly checked and maintained, as necessary.</li> <li>• Fire exits clearly lit.</li> <li>• Volunteers check all exits and escape routes to make sure they are unlocked and clear before participants arrive.</li> <li>• Volunteers know what to do in the event of a fire and location of the emergency assembly point.</li> <li>• Volunteers to organise a fire drill</li> </ul> | Bristol South Scout District Team<br><br>UGUOS & BSSDT<br><br><br><br>UGUOS | Half yearly at least.   |
| <b>Premises Risks 'CO'</b>             | Inhalation Poisoning<br>Headache - Death  |  | 2           | 4           | 8           | Bottled gas appliance, pipes and bottles must be checked prior to each use in the premises.   | BSSDT   | Gas bottles must be stored in external ventilated stores.   |



|   |   |  |   |   |   |  |       |   |
|---|---|--|---|---|---|--|-------|---|
| Electrical  | Electrocution   |  | 1 | 4 | 4 | Electrical installation 5yr checks.<br>Appliances subject annual PA testing.   | BSSDT |   |
| Water   |   |  | 2 | 2 | 8 | Water temperature checks, six monthly as outlets regularly used.   | BSSDT |   |
| Trees in grounds  | Trees/branches falling  |  | 2 | 1 | 8 | Trees etc subject to biannual professional assessment. Remedial works can be conducted at any time.  | BSSDT |   |
| Concrete  |   |  | 1 | 1 | 1 | Initial RAAC assessment - negative   | BSSDT |   |
| <b>Exterior</b>   | Lost Child<br>Slips/Trips/Falls   |  | 1 | 2 | 2 | No Access areas to be roped off.<br>Gates to be shut whilst young people are undertaking activities outside.<br>Volunteers supervise at all times.<br>Head count completed upon exit and re-entrance to Hall.<br>Parents not permitted on the premises until young people are in the building.   | UGUOS | Unauthorised access risk to be dynamically assessed.<br>'Stranger danger' |
| <b>Ceremonies, Games and User Activities/ Programme</b> | Users to assess possible risks and who these apply to, innkeeping with circumstances. |  | X | X | X | Activities to be governed by users own dynamic and/or formal risk assessments, considering the nature of these and those undertaking. These should not conflict with any actions required by users within this or other safety documentation. Ensure Scouting <a href="#">'Checklists'</a> are consulted before commencing activities. | UGUOS | X = users to assess.  |

|                        |                                      |  |   |   |   |  |       |  |
|------------------------|--------------------------------------|--|---|---|---|--|-------|--|
| <b>Activity Injury</b> | Cuts, Bumps, Bruises, Abrasions etc. |  | 2 | 2 | 4 | Users to ensure their First Aid kit is re-stocked regularly and easily accessible. | UGUOS |  |
|                        |                                      |  | 2 | 3 | 6 |  |       |  |

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|--|--|------------------|-------------|--|
| <b>Versions and Issues:</b>  |  |                  |             |  |
| <b>Risk Assessment redrafted by</b>                                  |  | <b>Role</b>      | <b>Date</b> | <b>Approved by:</b>                      |
| Tony Rees.   |  | District Trustee | 18/2/2024   | Bristol South District Board of Trustees |
| [thanks 48 <sup>th</sup> Gloucester Scouts for template]             |  |                  |             |  |
| The Post Covid 'Getting back safely' version is no longer available. |  |                  |             |  |
| <b>Risk Assessment Amendment log:</b>                                |  | <b>Role</b>      | <b>Date</b> | <b>Areas Updated:</b>                    |
| <b>Revision by:</b>  |  |                  |             |  |
| <b>(Name)</b>  |  |                  |             |  |