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| **Name of activity, event, and location** | **Beaver Section – District Digital Badge Day**  **1st Rowley Scout HQ, Hawes Lane, Rowley Regis B65 9AL** | **Date of risk assessment** | **Monday 3rd April 2023** | **Name of person doing this risk assessment** | **Nicola Johnson (DC)**  **Event Lead** |
| **Date of next review** | **April 2023 – or as and when necessary for similar event** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  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 that 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.  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’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Cables – tripping over them** | Beavers  Young Leaders  Adults, including visitors | Make sure all cables are placed behind or wrapped around table legs etc so less of a trip hazard – also remind young people and adults of moving about safely – walking/not running. Position equipment if possible, in a way to keep cables and plugs away from the young people as much as possible. | Monitor cable positions/charging points throughout the day – put chairs/tables in the way to act as barriers if necessary. |
| **Electric Shock/Electricoution** | Beavers  Young Leaders  Adults, including visitors | Ensure all sockets are appropriately safe and live as necessary. Un used sockets to have socket guards or temporary gaurds over them to ensure fingers going in them unnecessarily. Speak to young people about the dangers of electricity and sockets and not to touch them. Adults only to switch sockets on/off as and when needed | Monitor throughout the day |
| **Fire/Overheated/Over loaded plug sockets** | Beavers  Young Leaders  Adults, including visitors | Ensure sockets are loaded safely – not overloaded. Use pre-charged equipment for as long as possible, to save on socket use. Charge again at dinner time break if necessary. Switch off plugs that are not needed. Use extension cables with a cut out/safety switc on them if extensions are needed. | Monitor throughout the day, switch off when not being used |
| **Knocks and bumps – into tables/chairs** | Beavers  Young Leaders  Adults, including visitors | Remind Beavers and adults about how we move about te building for this event – not just for their physical safety but also to keep the equipment safe – walking and waiting not running and pushing. Move as much not needed equipment before hand as much as possible, but that that can’t be moved, reminf=d all attendees to be careful, be safe, look where they are going etc |  |
| **Technical equipment falling/breaking – hurting a young person or ault volunteer** | Beavers  Young Leaders  Adults, including visitors | Ensure all equpimeny is placed safely out of the way when not being used. Ensure safety rules are followed and appropriate supervision of equipment and young people in activity groups to ensure safety of young people, equipment and behaviour of Beavers is appropriate to the task. |  |
| **Fire evacuation – accounting for all adults/Young people – missing persons** | Beavers  Young Leaders  Adults, including visitors | All young people, leaders and visitors to sign in on arrival – numbers to account for just in case or fire evacuation, emergency end to the event.  External doors to be monitored by adults – clock who is leaving/why etc.  Remind children at start and throughout the event about keeping themselves safe, not leaving the premises unless an emergency or with an adult for a specific reason eg: feeling unwell |  |
| **Loosing a young person – external doors left open/inappropriate supervision** | Beavers  Young Leaders  Adults, including visitors | All present to be recorded on arrival, young people and adults.  Rules of behaviour/expectations to be shared at the start of the event and reminded of as and when necessary, throughout the day.  External doors to be monitored by leaders. All non-expected adults arriving to be questioned/checked on arrival to ascertain reason for visit/attendance. Leaders in crage of activity groups and leaders for the groups to do regular head counts throughout the day. |  |
| **Trips/falls – general movement around the building** | Beavers  Young Leaders  Adults, including visitors | Set out rules of expected behaviour at the start of the day – reminding them they are here for a digital day, not a running around day. Ensure appropriate supervision around the building, especially when swapping from activity to activity. Ensure all unnecessary equiome t is moved/stacked away as safely as possible. Keep monitoring/behaviour/movement around the event. Ensure adequate and appropriate supervision of Beavers/use of equipment at all times. | Dynnamically check the building/eqioment throughout the day – move and change bases/tables/equipment as and when necessary. Change activities to contingency plan if needed. |
| **Too much screen time - blurred vision/headaches etc** | Beavers  Young Leaders  Adults, including visitors | Limit the amount of screen time by having agreed breaks for dinner, drinks and biscuits through the day. Also, the day is planned so that not every activity involves direct use of a screen. Some activities are especially planned to be away from screens na d screens are not needed. If adults/Beavers are struggling, move them away and give them an alternative activity to do. Notify parents of any concerns when they are collected at end of event. | Monitor throughout the day |
| **Risk of food poisoning or injury from inappropriate food/drink**  **Burns from hot drinks** | Beavers  Young Leaders  Adults, including visitors | YP and adults will be bringing their own packed lunch for dinnertime  Snack and drink breaks – competent and confident adults to serve drinks and biscuits to young people.  Kitchen area and serving table to be cleaned and wiped accordingly.  Cold drinks to be served in plastic cups  YP to be reminded about sitting down in the designated are fro drink/snack time – to keep spills to a minimum and to reduce the potential spillage of electric/specialist equipment. |  |
| **Choking/allergic reaction to food** | Beavers  Young Leaders  Adults, including visitors | Young people and adults to bring own packed lunch from home – should limit the unknown allergies/reactions. Ensure Beavers are eatinh safely and appropriately, not running around or eating to fast – ensure lunchtime is exactly that. Ensure Beavers do not offer/swap food due to potential unknown allergies.  Ensure appropriate firstaiders are available just incase for emergencies – notify parents to collect or seek medical help if an absolute emergency. | Check OSM and permission forms for any specific known allergies are known to organsing team beforehand |
| **Trips/falls/slips – due to spilt food/drinks** | Beavers  Young Leaders  Adults, including visitors | Allocate areas for lunch, ensure Beavers are sitting and eating appropriately. Keep eating area away from IT equipment. Mop up/clear up spills to save on damage of equipment, slips, trips or falls from liquids/greasy food stuffs on the floor. Young people were asked to bring their own water bottles for drinks throughout the day – allocate an area for these to be kept in safe , away from the IT equipment. | Monitor throughout the day – keep areas tidy and appropriately drink and food free when necessary. |
| **Young people/adults feeling unwell** | Beavers  Young Leaders  Adults, including visitors | Move young person/adult away from the majority, especially if been sick. Contact parents and ask to be collected/taken home. If very severe, seek professional medical help/ring 999 | Ensure medical/permission forms are up to date – check for any medical conditions/recnt illnesses we minght need to be aware of on the day just in case |
| **Free Time/Down Time – young people not behaving suitably – trips/falls/ injuries** | Young People | Beavers to be supervised during downtime – eg: between groups/activities, eating lunch, going to the toilet etc. District Team to provide IT related puzzles/word searches/colouring sheets for downtime or back up activities just in case. | If weather allows or time allows, use grassy area opposite or the main hall (with equipment put away) for organised games to oocupy the time as part of a a contingency |
| **Collection/Drop Off – risk of injury/collision from moving cars/vehicles** | Beavers  Young Leaders  Adults, including visitors | Adults to supervise drop off and pick up times – to manage movemtn of vehicles (Adults to be in uniform and wear high vis jackets so they can be seen. Encourage and use 3 different drop off areas: Church carpark, Social Club Car park and park on the road and walk down.  Drop Off: Adults to hand over and sign in their child to Beaver Leader for their group – parents then encouraged to go as way of keeping the car parks and drop off areas as safe as possible.  Collection: Parent to come into the uilding and collect their children – direct handover from Beaver Team to parents.  Adults to supervise the collection movemtn of cars – managing arwas where busy – stopping certain cars and waiting for other areas to free up. Adults to remind Beavers and Parents of moving vehicles etc. |  |
| **CONTINGENCY PLANS:** |  | 1. Modify activity sessions with paper based activities linked to IT knowledge and learning. 2. Longer lunch/snack breaks to allow things to be sorted if needed 3. Experienced leaders to play “holding games” with groups of Beavers 4. Whole event campfire sing song if necessary 5. If in an absolute emergency, end event and send home early.   \*\*THIS RISK ASSESMENT IN SUBJECT TO CHANGE AND CAN BE DYNAMICALLY CHANGED/ADDED TO AS NECESSARY TO ENSURE SAFETY OF ALL ATTENDING THE EVENT\*\* |  |
| **DYNAMIC CHANGE 1;** |  |  |  |
| **DYNAMIC CHANGE 2;** |  |  |  |
| **DYNAMIC CHANGE 3;** |  |  |  |

Don‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you can’t do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.