|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of activity, event, and location** | **Sandwell Scouts  Promotional Stall at Armed Forces Day / Pride event** | **Date of risk assessment** | **27/06/2024** | **Name of person doing this risk assessment** | **Kieran Andrews** |
| **Date of next review** | **26/06/2025** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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*.* |
| Self-Injury, Paper Cuts, Glue, Cuts to hands etc... | Members of the public | Crafting activities to include: Rope making.  •Health and Safety induction and briefing to happen before each specific activity – ensure young people understand the rules before commencing. • Ensure that all equipment handed out is returned at the end of the activity (particularly important with scissors etc…). • Identify what adults are supervising the activity. • Identify if there are any training or instruction needs for members of staff that are supervising. • Specify any protective equipment that users must wear or need – Aprons, gloves, glasses etc... • All Equipment and substances like glue should be stored appropriately. • Sharp objects (Scissors) to be counted out and in, If blades are in use make sure they are in good condition. • Only low hazard paints, glazes and inks to be used. • Food should not be consumed or brought into work areas where the above resources are used, risk of ingestion.  • Hair should be tied back when using the rope maker, this is to prevent long hair getting stuck in the twine of rope.  • Caution should be taken not to overexert the participants when winding the rope maker, small hand movements is suitable.  • Rope will be made with wool, there is a low risk of rope burn form this. • The contents of the first aid box (should it be used) should be checked regularly and all contents in date. • Dedicated first aider to be present at all times. Ensure all young people taking part knows to report any incidents or first aid. First aid to be recorded in the group’s first aid book. • Avoid trailing wires, scrap paper cuttings on the floor and other craft items as this could cause potential slips, trips or falls. Ensure all work areas are appropriately supervised and cleared away after use. | Dynamic risk assessment should be carried out and recorded during the event. |
| Use of Outdoor spaces, Car parks and uneven grounds: Slips, trips & Falls | All | • Access to outside space can be controlled by the leader in charge.  •Control the movement within the activity space/ stall. Note that a maximum of 15 people inside the event shelter at any one time (adults including). • Brief adult volunteers and young leaders on the boundaries and check on the location ahead of use. • Adults to monitor all activities inside and outside of the event shelter and remind members of the public about safety, spaces, and boundaries. • No running when waiting for activities.  • Use of carpark should be managed separately but designated event co-ordinators.  •Clear instructions are to be told to all participants before the activities begin. •Caution should be taken when using the area as chairs and tables will be used. Where possible all unnecessary items, chairs and tables should be put away to prevent obstruction. •Move table and chairs into suitable positions within the event shelter to allow for maximum flow throughout the stall. If possible, have a designated entrance and exit. | Dynamic risk assessment should be carried out and recorded during the event. |
| Soft Tomahawk Throwing / Soft Archery | All participants | Activity to include: Soft archery & Soft Tomahawk/axe throwing  •Ensure the equipment has been set up correctly and securely, and is checked at regular intervals  • Ensure there is enough space between activities  • Ensure clear instructions are given to all participants before activity commences • All participants to be supervised by competent adults. •No one to enter firing line until all hawks/arrows have been thrown. | Dynamic risk assessment should be carried out and recorded during the event.  Full risk assessment included for these activities |
| Stall set up, self-injury, injury from erecting shelter or tables | Adult volunteers | • Caution should be taken when erecting the event shelter. 4 people should work together to erect the poles. Ensure all involved is aware of the potential risk to injury hands if they are not paying attention to where the poles fit.  • Tables are to be unfolded by two adults, watch out for gaps in the table that may pinch skin etc… Ensure the locks are on the table legs to prevent them from collapsing. | Dynamic risk assessment should be carried out and recorded during the event. |
| Adverse Weather Conditions | All participants | •Weather reports to be assessed before the event.  •Consider the current and expected weather forecast and ensure adequate overhead protection is available in the case of wet weather (event shelter).  •Consideration made of any water hazards that may be encountered and changes likely with conditions. Ensure clothing is appropriate and every adult is aware of what they should wear in advance.  •Accounts for all weather conditions (raincoat, suitable shoes, sun cream, hat, gloves, scarf etc…) | Following the event |

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 halfway 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.