

Merseyside Scout County Guidance on Risk Assessments Version 2 – September 2011



Risk Assessments

The Scout Association requires all activities to be risk assessed. We risk assess so we can limit (or do what is reasonably practical to minimize their effect) or eliminate the potential risk to adults and young people. There are in effect, two main types of risk assessment :

- **Specific** – these are risk assessments for specific activities or events e.g. camps, visits, trips, activities
- **On-going** – those that are part of what we ‘usually’ do e.g. a risk assessment for a Scout Headquarters or regular activity (for example, a Sea Scout Troop may go canoeing every week in the summer)

Assessing the risk should be undertaken after obtaining :

- All the information about the environment and activities to take place in them
- The qualifications and experience of those leading and accompanying them
- The age, aptitude and experience of those involved

Our approach to risk assessment uses a five step approach :

Step 1	Step 2	Step 3	Step 4	Step 5
Identify The Hazards	Decide Who Might Be Harmed and How	Evaluate the Risks & Decide On Precautions	Record Your Findings & Do It	Review Your Assessments & Update If Necessary
<ul style="list-style-type: none"> - walk around and look - ask other leaders / young people what they think - check TSA website for relevant guidance - check manufacturers instructions - look at accident and ill-health records 	Identify in ‘groups’ of people e.g. those in a particular area at a time <ul style="list-style-type: none"> - don’t forget particular adults / young peoples needs - people may not be there all the time - members of the public - how shared areas impact on others 	Compare what you do with recognised ‘good practice’. Take action if it doesn’t. <ul style="list-style-type: none"> - try a less risky option - prevent acces to the hazard - organize to reduce exposure to the hazard - issue personal protection equipment if necessary 	A good plan of action should include : <ul style="list-style-type: none"> - quick and easy solutions until a more ling term one is available - identification of worst potential risk - regular checks to make sure that control measures are in place - clear responsibilities as to who is responsible for who and when 	Look at risk assessments again. Have there been any changes ? Are there still improvements to be made ? Has anything been learnt from other places in regard to it ? If there is change – risk assess again. Keep risk assessments up to date. Set a review date for all risk assessments.

How To Assess Risks ...

Two key factors are crucial in the assessment of any risk :

(A) Seriousness of Injury :

5 = Very High : potential for death

4 = High : potential for a reportable injury

3 = Moderate : causing injury or disease capable of keeping a person off work / school for more than three days

2 = Slight : causing minor injuries e.g. able to continue after First Aid

1 = No Risk

(B) Likelihood of Risk : how likely is that risk ? We use a simple scale :

5 = Very Likely : almost certain to happen

4 = Likely To Occur : easily precipitated by slight carelessness

3 = Quite Possible : likely to occur in the event of another factor e.g. trip / fall or light not being on

2 = Low or Minimal

1 = Not Likely At All

Merseyside County Scouts – Example Risk Assessment Form

Event / Venue Details	Troop Camp – 4 th & 5 th May at Tawd Vale	Activity / Venue Leader	Baden-Powell
Date of Risk Assessment	12 th April	Others Involved In Assessment	Hugh Jarse

Hazard / Item e.g. transport, methods, activity, accommodation, nature of activity	Likelihood of Risk Score (1 = Not Likely to 5 = Very Likely)	Seriousness of Risk Score (1 = No Risk to 5 = Very High)	Control Measures
Group Minibus To Camp	1	4	Minibus serviced regularly – leaders have undertaken Minibus driving course – additional leader in back of bus to supervise
Tent Pegs	2	2	Tent pegs have trip potential so will ensure that they are properly lined and well struck
Camp Fire	2	2	Fire supervised and only used at certain times – fire kept to a small size – troop night activity on safe fires held week before – fire extinguisher stored nearby
Archery	1	3	Provided by campsite staff in approved area – activity leader qualified
Swimming	1	3	Swimming supervised by leader with approved qualification as required by POR
Cooking	2	2	Patrols will be trained in previous weeks meetings on the safe use of the stoves. Stoves will be regularly maintained by Group Quartermaster.

Signed By :

Date :

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Date :