

Activity Risk assessment

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| Name of activity, event, and location | Garden Games Hertfordshire Scout Activity Centres | Date of risk assessment | October 2025 | Name of person doing this risk assessment | Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC |
| | | Date of next review | October 2026 | | |

| Hazard- what could go wrong? | Who is at risk? | Assessment of risk | Control measures in place | Remaining risk using control measures |
|--|------------------------------------|--------------------|--|---------------------------------------|
| Injury from crush or entrapment | Participants | Low | <ul style="list-style-type: none"> In safety briefing participants must be told to not place hands/fingers into equipment i.e. the connect 4. | Low |
| Injury to other site users | Other site users | Low | <ul style="list-style-type: none"> Supervising adult must make participants aware of other passing groups. | Low |
| Injury caused by impact from equipment | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Participants must be briefed not to throw any equipment at one another. The supervising adult is responsible for monitoring the participants. | Low |
| Injury from equipment falling | Participants | Low | <ul style="list-style-type: none"> When set up, ensure the games are placed on an even surface. Participants should be instructed to not purposefully knock equipment over, however equipment such as Jenga will topple, so participants should be instructed to keep hands out of the way and also to move if required. | Low |
| Weather | Participants, Leaders, Instructors | Low | <ul style="list-style-type: none"> Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout. Sessions must be stopped if wind speeds exceed 24mph, dependant on location. Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before recommencing. Sessions to be cancelled in extreme hot or cold temperatures. | Low |
| Uncontrolled groups of young people | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Groups must be accompanied by a supervising adult. Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions. | Low |

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| Self-led sessions/ equipment | Participants, Leaders | Medium | <ul style="list-style-type: none"> Group leader is responsible to ensure that those running the activity Self-led must have completed and signed a Self-Led Activity Registration Form for the activity. Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method. An additional competent adult should be present to supervise individuals that are not engaged on the activity. | Low |
| Clients with additional abilities/pre-existing health issues | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started. Lead instructors/management should review information and make any specific adaptions, determined with an individual risk assessment. Group leader is responsible for having access to essential medication i.e. inhalers. Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting. | Low |
| Novice participants | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Ratio of 1 supervising adult plus 1 competent adult per 15 participants. Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout. | Low |
| Failure of equipment | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Monthly equipment checks are carried out. Routine visual inspections completed and signed off at the start of the day and before each session by the activities team. If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. | Low |
| Poorly maintained activity area | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Monthly activity area checks are carried out. Routine visual inspections completed and signed off at the start of the day and before each session by the activities team. If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. | Low |
| General Injury | Participants, Leaders, Instructors | Medium | <ul style="list-style-type: none"> Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. | Low |

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