

Activity Risk Assessment

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| Name of activity, event, and location | Pioneering 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 Falling objects | Participants | Medium | <ul style="list-style-type: none"> Check and inspect that poles are safe to use before use and tying together. Activities take place at a low level so there is minimal risk of falling from height. Teach the group correct building techniques, such as correct knots or lashings. Perform a visual and tactile inspection before use i.e. look at and shake the structure. | Low |
| Manual handling of equipment | Participants | Medium | <ul style="list-style-type: none"> All large poles must be carried by a minimum of two capable people. Advise everyone to aware of those around them. | Low |
| Rope entrapment, burns or strangulation | Participants | Medium | <ul style="list-style-type: none"> Participants must be briefed on how to use rope properly i.e., suitable knots and be careful not to create trip hazards. The supervising adult must check for developing hazards throughout i.e., ropes tied across paths. | Low |
| Structure | Participants, Leaders, Instructors | High | <ul style="list-style-type: none"> Group leader is responsible for the structures made and additional risk assessments are 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 adaptations, 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 |

