

1ST BRAMHALL SCOUT GROUP

Family Fun Day 2013

Risk Assessment Version 2 dated 06/07/2013

Date of Event 07/07/2013

Author: Peter Boxall

This document has been completed to provide a risk assessment for the 1st Bramhall family fun day at Cheadle Hulme School on the 7th July 2013. It should be read and understood by all Leaders attending the event and available on request to anyone.

It should be noted this document forms only a part of the mechanism for safety and that risk assessments should be ongoing throughout the event.

The structure of the Risk Assessment is presented in 10 sections (columns).

1. Risk – This section identifies the area of risk
2. Hazards associated with the risk – This section details the hazards associated with the risk
3. Who could be harmed
4. L – This section details the Likelihood that the identified hazard might happen . From 1 = very unlikely through to 5 = Almost certainly going to happen
5. S – This section details the Severity of the hazard, should it occur. From 1 = Very minor concern through to 5 = Very serious
6. R – This section multiplies the Likelihood with the Severity to determine a Risk rating. This rating should be used to prioritise safety management and resources.
7. Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
8. Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.
9. Signed – This section should be signed by the responsible person to acknowledge that the Risk Assessment has been read, understood and the measures are in place.
10. Reviewed – This section should be completed by a responsible Leader after the camp with notes made to enable future improvements.

Leadership Roles during event

Section	Role	Name	Phone No.	Signature
	Event Leader in Charge	Peter Boxall	07790 01 09 36	
	Water activities Leader in charge	Rick Kelly	07899 90 12 47	
	Assistant leader	Pauline Wardrop		
	Assistant leader	Kay Hack		
	Assistant leader	Andrew Corrie		
	Assistant leader	Ollie Franklin		
	Assistant leader	Richard Lomax		
	Cub Scout Leader	Barry Aitkin		
	Assistant leader	Lisa Boxall		
	Assistant Leader	Sarah Heath		
	Assistant leader	Rachel Winterburn		
	Helper	Richard Baker		

• Camp Risk Assessment

Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Reviewed
Organisation	Overlooking an individual or group of individuals due to a confusion over responsibilities	Children	2	3	6	<ul style="list-style-type: none"> • Nominate the Leader in Charge - Peter Boxall • Define the roles required on the camp - See page 2 • Define who is responsible for each of the roles - see page 2 • Ensure there are an appropriate number of leaders • Define when the young people come under the Organisation's responsibility and when do they cease to be under the Organisation's responsibility? • The children will be accompanied by their families (any exceptions to be notified to the leader in charge), and as such will remain the responsibility of their parents for the duration of the day except when they enter the pool area, in which case the children will be under the responsibility of the water activities leader in charge. On exiting the pool area the children will once again become the responsibility of their accompanying parents / carers. Any children arriving without parents will be under the responsibility of the Leader in charge for the duration of the day except when in the pool area and then they will be the responsibility of the water activities leader in charge. 	Leader in charge	
Transport	Accident / Lose a child / Improper conduct from Parent / Leader	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Transport is not provided at this event. Responsibility remains with the parents 	Parents / Carers	

• Camp Risk Assessment

Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Reviewed
Event site	Too close to roads or other habitation. Close to rivers, lakes, cliffs, caves etc.	Children / Leaders / Parents	2	5	10	<ul style="list-style-type: none"> The event site is considered safe. It is away from roads and unlikely to be visited by any non invited persons. All members are requested to wear neckers which should give a visual indication of membership. Leaders will be distributed around all the activities and will dynamically risk assess the environment. The site provides no major risks except the swimming pool. 	Leader in Charge	
Event site	Access to Hospitals / access for Emergency Services	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> Nearest A&E Stepping Hill Hospital, Hazel Grove 	Leader in Charge	
Event site	Losing someone while on site	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> At this event we will take a register only for those children who are not accompanied by their parents / carers. All others will remain the responsibility of the parents / carers. 	Leader in Charge	
Accident at event	Minor cuts, bruises, abrasions.	Children / Leaders / Parents	5	2	10	<ul style="list-style-type: none"> Ensure sufficient trained first aiders on camp (all leaders should be current). Ensure the Scouts understand the limits of the site and where they can and cannot go. Ensure propane / butane canisters and appliances / hoses are in good general condition before use. Ensure footwear is worn at all times. 	Leader in Charge	

• Camp Risk Assessment

Risk	Hazard Associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage risk	Responsibility	Reviewed
Water. Lakes, Rivers, Sea, Swimming pool	Drowning	Children / Leaders / Parents	1	5	5	<ul style="list-style-type: none"> • Refer to water activity risk assessment 	Water Activity Leader in charge	
Event Activities	Trips, falls, collision, twisted ankle, Broken ankle	Children / Leaders / Parents	3 1	3 5	9 5	<ul style="list-style-type: none"> • Leader running sporting game or event to consider the dangers posed by the game. How many people are playing? What age range is there? • Are there other groups on the site? Are there houses nearby? Consider how the game might interfere with others and how others may interfere with the game. • Clearly define the boundaries of the game and make sure they are understood. • Consider the physical contact likely in the game and clearly define what is acceptable and what is not. Explain the consequences of unacceptable behaviour. • Ensure the rules of the game are clearly understood by all those taking part. • Ensure adequate supervision of the game. Do Scouts know where they can go to find a Leader if they need to? • Define and explain a signal to be used in case the game has to be stopped and explain where the Scouts need to go to when they hear the signal. 	Assistant leaders responsible for games	

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