

## Risk assessment – HALL BOOKING - 4th Salisbury (Harnham) Scout Group

Name of activity, event, or location		Date of risk assessment		Name of person doing this risk assessment	Leader one (working with others)
		Date of next review			

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?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<b>Tables and chairs (and other obstructions</b> injury		<p>No one carries tables alone – at least two people carry each table.</p> <p>Stack chairs facing side to the wall so they don't fall. Don't stack chairs more than six chairs high.</p>	
<b>Tools &amp; equipment</b> injury	All present	<p>Tools and equipment provided are in good enough condition, appropriate for the planned activity, and the right size for everyone taking part.</p> <p>ALL Electrical equipment to be checked for safety PAT TESTED (eg no damaged wires).</p> <p>Electrical items used near to socket to avoid trailing wires</p> <p>Make sure there's enough space between participants.</p>	
<b>Sharp items</b> injury	All present		

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<b>Glues, solvents, paints and chemicals</b> inhalation, chemical burn, eye injury, poisoning	All present	Use non-toxic alternatives wherever possible Ventilate the area appropriately during use and consider using outdoors if appropriate. Follow the manufacturer's guidance for use. PPE to be provided according to manufacturers specifications Glues and solvents and all chemicals to be on COSHH list. Collect leftover glue, solvents, paints and other chemicals at the end of the activity.	
<b>Heat sources</b> Burns	All present	Use heat sources in a defined area to restrict access.	

### Never be afraid to stop an activity if it is becoming unsafe!

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 half way 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.