

Wells Scout HQ Risk Assessment

Introduction

This risk assessment is based on the Scout Association Factsheet: *Risk Assessment – Activities* (FS120000). It will use the five identified steps:

- Look for the hazards (Risk Description)
- Decide who might be harmed, and how (Severity and Consequences)
- Evaluate the risks (Risk Rating)
- Record your findings
- Review and revise

Risk Rating

This risk assessment will utilise the following 5 x 5 matrix.

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Negligible (1)	1	2	3	4	5
Minor (2)	2	4	6	8	10
Moderate (3)	3	6	9	12	15
Major (4)	4	8	12	16	20
Catastrophic (5)	5	10	15	20	25

Score	Rating	Comment
1 to 3	LOW	These risks are assessed as safe and require no further controls
4 to 12	MEDIUM	These risks are assessed as requiring careful management by the Scouter-in-Charge to ensure that all countermeasures are effectively put into place.
15 to 25	HIGH	The risks are assessed as too risky to be undertaken without further review and counter measures but into place

Scope and Expectations

The scope of this risk assessment is the general use of Wells Scout HQ and its grounds.

This assessment should be continually reviewed and communicated by the Scouter-in-Charge.

The Scouter-in-Charge MUST review this risk assessment and the safety of the event in wet weather

Item	1	Title	Physical Environment and Grounds		
Risk Description	The grounds surrounding the HQ have many undulations and other hazards, e.g. rabbit scrapes and molehills. It is also surrounded by steep banks that are covered in brambles and nettles. Hemlock (Conium maculatum), Ragwort and Cow Parsley also grows here; the former can prove fatal if digested.				
Initial Likelihood	4	Initial Severity	4	Initial Risk Rating	16
Countermeasures	Scouts are not to climb the banks; they are OUT OF BOUNDS. All participants MUST be made aware of the undulating ground. Scouts MUST be told not to pick and consume plants that they cannot 100% identify under the supervision of a suitably competent adult.				
Revised Likelihood	1	Revised Severity	4	Revised Risk Rating	4
Comment	This risk cannot be further reduced and can be accepted				

Item	2	Title	Fire Pit		
Risk Description	<p>The fire pit is available for use under normal scouting supervision. The fire must remain within the area bounded by the bank and benches As branches overhang the fire pit, the size of the fire must be controlled. The firewood in the adjacent wood pile is donated to the site and will be delivered by Orchard Caravans. This means that we cannot guarantee that no nails or other hazards are protruding from the wood. Between the wood pile and the fire pit is a small bank that can be crossed safely if care is shown. In case of drought or extreme weather alerts , the fire pit MUST NOT be used.</p>				
Initial Likelihood	3	Initial Severity	4	Initial Risk Rating	12
Countermeasures	<p>A first aid fire bucket MUST be present before any fire is lit. Leaders must ensure that the fire remains supervised, under control and is of an appropriate size. All scouts and leaders should wear suitable footwear and gloves when handling the wood from the wood pile. The wood pile MUST NOT be deemed a play area. Scouts should proceed with care when crossing the bank between the wood pile and fire pit. Leaders be aware of drought and extreme weather alerts and NOT use the fire pit in these situations.</p>				
Revised Likelihood	1	Revised Severity	4	Revised Risk Rating	4
Comment	This risk cannot be further reduced and can be accepted				

Item	3	Title	General Fire Safety		
Risk Description	The risk of fire exists in all premises. At the HQ, the evacuation plan requires the Scouter-in-charge ensuring that the route to the assembly area is clear.				
Initial Likelihood	3	Initial Severity	3	Initial Risk Rating	9
Countermeasures	<p>The Scouter-in-Charge MUST familiarise themselves with the fire evacuation plan and the location of the first aid fire appliances, which MUST be cascaded to all participants.</p> <p>The fire assembly point is clearly signposted next to the wood pile.</p> <p>All fire doors MUST be unbolted upon arrival (and secured upon departure).</p> <p>The lock on the steel palisade gate to the side of the building MUST unlocked and removed upon arrival. (it must be secured upon departure).</p>				
Revised Likelihood	1	Revised Severity	3	Revised Risk Rating	
Comment	This risk cannot be further reduced and can be accepted				

Item	4	Title	General Building Hazards		
Risk Description	As with all Scout HQs, participants must be aware of hazards in the building. Wet floors will exist near the shower area and in the kitchen. Access to the kitchen should be controlled so it is not a "free for all" The fluorescent lights in the main hall are not covered and may shatter if struck by balls.				
Initial Likelihood	3	Initial Severity	3	Initial Risk Rating	9
Countermeasures	Make all participants aware of wet floors, use signage and clear up spills as necessary. Leaders to limit access to the kitchens to only those who need to be in there for food and drink preparation Ball games, or similar games involving throwing projectiles MUST NOT be played indoors.				
Revised Likelihood	1	Revised Severity	3	Revised Risk Rating	3
Comment	This risk cannot be further reduced and can be accepted				

Item	5`	Title	Theft and General Security		
Risk Description	Access to the Scout HQ is via a road through land accessed by Orchard Caravans. To maintain our positive relationship with Orchard Caravans and to minimise the risk of theft and vandalism at the Scout HQ or to their premises and property,				
Initial Likelihood	2	Initial Severity	3	Initial Risk Rating	6
Countermeasures	To maintain our positive relationship with Orchard Caravans, and to minimise the risk of theft and vandalism to their premises and property, or at the Scout HQ, the security gate MUST be kept locked at all times when not in use. Unless the Orchard Caravans staff have left it open to allow them to move about their premises.				
Revised Likelihood	1	Revised Severity	3	Revised Risk Rating	3
Comment	This risk cannot be further reduced and can be accepted				

Review

This risk assessment is to be reviewed on an annual basis.

Risk Assessor and Role	Simon Lonsdale, DC Central Norfolk	Signed	
Risk Reviewer and Role	Richard Green, District Chairman	Signed	
Date of Assessment	June 2023	Review Date	June 2024