

Scout Group Risk Assessments

Activity:

Completed By: Initials are not helpful, over time this may not be clear as to who completed the risk assessment Date of Assessment: Always list the anticipated date of re-assessment, this helps with planning and identifying what is due for review

Managers Signature: Date for Re-assessment:

Frequency of task: Persons at risk: Be specific on each hazard who this presents a risk for

L = Likelihood S = Severity RR = Overall risk rating L = Low, M = Medium, H = High

		Likelihood				
		Unlikely	May Happen	Likely	Very Likely	Certain
Severity		1	2	3	4	5
Minor Injury First aid on site	1	1	2	3	4	5
Minor Injury Treatment off site	2	2	4	6	8	10
Over seven day injury	3	3	6	9	12	15
Major Injury	4	4	8	12	16	20
Death	5	5	10	15	20	25

Risk scoring matrix need to be understood by all of those using them, most helpful for complex or high risk activities.

Score	Priority	Action
1 - 4	LOW	This represents a low risk, although control measures must be maintained
5 - 10	MEDIUM	Action required soon to control. Interim measures may be necessary in the short term
12 - 25	HIGH	Action required urgently to control risks. Further resources or consultation may be needed. Discuss with your line manager.

Task to be carried out by trained and authorised personnel only or those receiving training and under supervision

Likelihood 1,2,3,4,5. from unlikely to certain.
Severity 1,2,3,4,5. from minor injury to death.

Try to keep the document as short and practical as you can, without losing the important messages. For many standard activities it should be possible to squeeze the hazards and key controls (what you're doing to stay safe) on to just a couple of sides.

Step No.	Key steps carried out	Associated Hazards	L	S	RR	Preventative Measures: Already present /Additional Needed	Further Action?	By When	By Who	New RR
1	Fire emergencies	Inability to identify correct extinguisher for use. Insufficient signage for extinguishers.	3	4	12	Add sign for water (to add) and Co2 extinguisher. Mount Extinguishers on the wall, either side of the double doors.				
2	Using scissors	First Aid injury / Minor injury Possibility of injury from sharp object				Education & Supervision - Participants to be informed that scissors are for cutting of paper only.				
3	Using ladders	Ladder Collapse :- Unstable				Use tested & compliant equipment. Inspect equipment prior to use for ware or defect. Short ladders erected by one person, should have the foot of ladder placed against a wall or fixture and pushed upright from the head. Long ladders, where possible, should be laid flat on the ground, one person at the foot of the ladder with one foot placed at the bottom to brace it against movement. The second person at the top of the ladder holds top rung & steps over head, grasping the ladder by rung to raise the ladder. Where ladders are being put into locks, they should be laid flat on lock side, lifted by the rungs at the head of the ladder and gently slid into the lock. Ensure top of ladder is well clear of any cables. The ladder is to be angled against structure at a 75degree or a ratio of 4 up to 1 out. Ensure ladder is resting on firm, even ground. Ensure ladder projects at least 1.0m above the landing place, with landing rung level or slightly above the working platform, thus providing a handhold for people getting on and off. If ladder is not long enough for the job – get a longer one!				

Try to avoid too many columns of information. Stick to the key points and make sure it is obvious where your action points are and who needs to carry them out.

Try to be specific about how the control should work (not just a general comment that something should be in place) For example, this might be for Beavers so here it might read 'Leaders will explain how to hold and use scissors safely'

Create a flow in the document, think about what's most important to highlight. Use headings and categories to help on larger documents.

When using scoring make sure that its used consistently throughout the document

Technical language used can prevent some users from understanding the content and therefore what they are needing to do in order to operate to this risk assessment

Likelihood
Severity

1,2,3,4,5. from unlikely to certain.
1,2,3,4,5. from minor injury to death.