

# Scouting Risk Assessment – Crate Stacking



Date of risk assessment	26/02/2023	Name/Role of who undertook this risk assessment	Ben Shirvill
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Earleywood Scout Campsite

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors.</i>	<i>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	<i>Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.</i>
<b>Activity instructors and Equipment</b>	Activity instructors	<ul style="list-style-type: none"> <li>Activity instructors leading and running a session to have either Scout permit or possess a national climbing qualification - CWA/RCI or higher qualification.</li> <li>Activities carried out in accordance with Scout Association Policy Organisation and Rules (POR)</li> <li>Activity instructor to run activity using conventional rope techniques as covered in the RCI / CWA awards</li> <li>Earleywood's equipment is only to be used by Earlywood's approved activity instructors.</li> <li>Any other equipment may be used at your risk (i.e. equipment is compliant and in date)</li> </ul>	The maximum ratio will be 1 lead activity instructor: 12 participants.
<b>Within the compound and equipment.</b>	All	<ul style="list-style-type: none"> <li>Compound checked before/during use.</li> <li>All entry points secured when activity is not supervised, climbing tower area is fenced off and gate to be locked when tower is not in use.</li> <li>No unauthorized entry signs in place. Equipment is kept in a secure place whenever tower is unsupervised.</li> <li>Regularly remind activity instructors on the importance of ensuring area is secure. At changeover of groups, area never to be left unsupervised or unsecured.</li> </ul>	
<b>Failure of Structure and Equipment</b>	Activity instructor All	<ul style="list-style-type: none"> <li>Structural annual inspection of the tower by competent person.</li> <li>A 6-monthly inspection of equipment by competent person.</li> <li>Before and during use, inspection done by activity instructor.</li> </ul>	

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## Scouting Risk Assessment – Crate Stacking

		<ul style="list-style-type: none"> <li>• Earlywood's equipment, harnesses, ropes, helmets will be checked by a competent person on a regular basis as advised by the manufacturer.</li> <li>• Records of checks will be retained.</li> <li>• Harnesses which are frayed, have split webbing, split stitching or any other damage will be taken out of use immediately.</li> <li>• Frayed/damaged ropes will be taken out of use immediately.</li> <li>• Helmets showing signs of damage will be taken out of use immediately.</li> <li>• Secure anchorage points</li> <li>• Crates to be stored in secure area whilst not in use.</li> <li>• Crates are to be inspected by activity leader at the beginning of the session.</li> </ul>	
<b>Slips, Trips, Cuts &amp; Falls</b> (Ground Level)	Everyone involved in the session	<ul style="list-style-type: none"> <li>• Helmets to be worn at all times within the compound.</li> <li>• Clean muddy footwear</li> </ul>	
<b>Entanglement</b>	Participants	<ul style="list-style-type: none"> <li>• Ensure all long hair is tied up/back as appropriate.</li> <li>• Non-loose clothing/neckers to be worn,</li> <li>• Remove jewellery which impede the activity and necklaces tucked inside</li> <li>• Harness fitted securely with no lose straps.</li> <li>• Participants leave the ground attached to safety devices/Auto belays/Top rope systems.</li> <li>• Participants (younger children) fiddling with the screw gate on the Carabiner meaning the safety device is not safe. All Carabiner's have self-locking gates.</li> <li>• 1-2 participants to be near crate stack at a time, keeping a clear distance incase the crate stack collapses, but close enough to pass crates once asked for.</li> <li>• Participant to ask for another crate to be passed by hand once balanced on top of the crate stack</li> <li>• Crates to be cleared away from the collapsed crate stack before lowering the participant to the ground</li> </ul>	
<b>Overcrowding and disorderly behaviour</b>	Everyone involved in the session.	<ul style="list-style-type: none"> <li>• Maximum of 12 participants in the compound.</li> <li>• Non-participants to observe from outside compound.</li> </ul>	

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<p><b>Failure to attach rope through beam.</b></p>	<p>Activity instructor</p>	<ul style="list-style-type: none"> <li>• If no rope through carabiner or when pulling main rope through it becomes un-tied, then activity instructor must attach to pulley trolley system on beam and go out to end to re-attach rope. If this is not possible activity must be abandoned.</li> </ul>	
<p><b>Medical Incident/Injury</b></p>	<p>Everyone involved in the session</p>	<ul style="list-style-type: none"> <li>• Leader in charge to have readily available an adult with current mandatory module 10 first aid training.</li> <li>• Leader in charge to have first aid kit.</li> <li>• Leader in charge/activity instructor to be aware of where nearest first aid kit is located (Scout Centre kitchen and Rowney Building kitchen).</li> <li>• Leader in charge to have available and be aware of all medical/allergy conditions and reasonable adjustments of everyone at risk.</li> <li>• Participants with reasonable adjustments to be located nearest the activity instructor and if necessary have a competent person supporting them</li> <li>• Leader in charge to be aware of Earleywood incident action plan and follow it.</li> <li>• Leader in charge establish procedures in the event of an injury at beginning of session.</li> <li>• Leader in charge to maintain young person/adult ratio</li> </ul>	
<p><b>Slips, Trips, Cuts, Bites &amp; Falls</b></p>	<p>Everyone involved in the session</p>	<ul style="list-style-type: none"> <li>• Leader in charge to survey the activity area before starting to prevent participants having an incident:             <ul style="list-style-type: none"> <li>○ Mark locations of obstacles in the ground</li> <li>○ Remove loose debris to a safe location</li> <li>○ Mark locations of insect infestations and nests</li> <li>○ Mark locations of low lying stinging or scratchy plants</li> <li>○ Identify boundaries.</li> </ul> </li> <li>• Wear appropriate footwear and shoelaces to be tied.</li> <li>• Walk, no running</li> <li>• Ensure the activity area is suitable for use, kept clear and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Periodical checks / Be aware of any objects on the ground and remove trip hazards.</li> </ul>
<p><b>Overcrowding and disorderly behaviour</b></p>	<p>Everyone involved in the session.</p>	<ul style="list-style-type: none"> <li>• Leader in charge/activity instructor rules/instructions explained to participants during briefing.</li> <li>• Leader in charge to remain with the group.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Activity instructor to stop activity immediately if:             <ul style="list-style-type: none"> <li>○ There are too many participants using the activity</li> <li>○ The participants behaviour is unacceptable or unruly</li> <li>○ No leader is present from the participants group</li> <li>○ Consider safety of participants is at risk</li> </ul> </li> <li>• Leader in charge to resolve the issue to the satisfaction of the activity instructor before the activity starts again.</li> </ul>	
<b>Animal Encounter – Wild/Domestic</b>	Everyone involved in the session.	<ul style="list-style-type: none"> <li>• Do not approach animal.</li> <li>• Do not encourage animal to approach you.</li> <li>• Maintain safe distance between you and the animal.</li> <li>• Leader in charge to scare away the animal without causing physical harm.</li> </ul>	
<b>Animal Faeces</b>	Everyone involved in the session.	<ul style="list-style-type: none"> <li>• Leader in charge to survey the activity area before starting, remove and dispose of animal faeces.</li> <li>• Any animal faeces identified while participating in the activity, pause activity and Leader in charge to remove and dispose of animal faeces.</li> </ul>	
<b>Weather Conditions &amp; Environment</b>	Everyone involved in the session.	<ul style="list-style-type: none"> <li>• Bring clothing and equipment appropriate to the weather conditions.</li> <li>• In event of inclement weather, the activity instructor may cancel or postpone the activity, in the meanwhile Leader in charge to find a point of safety.</li> <li>• In hot weather ensure adequate hydration and self-administration of sun protection.</li> <li>• Use torches if dark.</li> <li>• Wear close toed footwear (i.e. no sandals/ flip flops, etc)</li> <li>• Turn on activity flood lighting as appropriate</li> </ul>	
<b>Missing Persons</b> Lost individual in distress	Everyone involved in the session.	<p>Leader in charge to:</p> <ul style="list-style-type: none"> <li>• Take regular HEAD COUNTS</li> <li>• Take register before activity starts.</li> <li>• Have In-Touch arrangements accessible.</li> <li>• Check mobile phone connectivity is available.</li> </ul>	

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<b>Unauthorised Access</b> Activity area left unattended Equipment unattended Theft Injury	Everyone involved in the session.	<ul style="list-style-type: none"> <li>• Equipment to be locked away securely whilst not in use.</li> <li>• Participants must never be left alone with equipment.</li> </ul>	
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<b>Checked by</b>		Name: Ben Shirvill Role: Activity Director Date 26 <sup>th</sup> February 2023	
<b>Approved by</b>		Name: Derek Salter Role: Health & Safety Director Date 26th February 2023	
<b>Version Control</b>	Original Date 26/2/23	<b>Whats changed?</b>	Rewritten and updated replacing previous version.
	Revision Date		
	Revision ..... Date .....		

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