

Risk assessment – Green Beret 2024 Base 5 – OS Map Symbols Crossword

Name of activity, event, or location	Green Beret 2024 Base 5 – OS Map Symbols Crossword Tolmers Scout Activity Centre	Date of risk assessment	1 November 2024	Name of person doing this risk assessment	Steve Cast Reviewed by: Doug Stack ACM HCSC Katy Pearce EM HCSC
		Date of next review	1 November 2025 or before Green Beret 2025		

What could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Marquee set up	Participants, Leaders/Explorer helpers	Low	<ul style="list-style-type: none"> Marquee will be set up by Tolmers staff in advance – covered by their risk assessment 	Low
Injury from equipment falling or being unstable	Participants, Leaders/Explorer helpers	Medium	<ul style="list-style-type: none"> Ensure all tables and chairs are always even and stable. 	Low
Injury from poorly maintained power supply and exposure to electricity	Participants, Leaders/Explorer helpers	Low	<ul style="list-style-type: none"> No power cables will be present 	Low
Poorly maintained activity area	Participants, Leaders/Explorer helpers	Medium	<ul style="list-style-type: none"> Activity area to be checked at the start of the day and then periodically during the day If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. 	Low
Tables and chairs (and other obstructions) injury	Participants, Leaders/Explorer helpers	Low	<ul style="list-style-type: none"> Leaders and Young Leaders oversee setting up and moving tables and chairs at the start of the event. No one carries tables alone – at least two people carry each table. 	Low
Lighting (after dark) injury	Participants, Leaders/Explorer helpers	High	<ul style="list-style-type: none"> The activity area will be used after dark and without permanent lighting. Base leader to provide battery operated/rechargeable lamps to ensure the activity area is suitable lit and all potential hazards are visible. Participants are advised to have torches (by the Green Beret organising team) Activity reviewed and considered suitable for use after dark. 	Low

APPROVED

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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Equipment injury	Participants, Leaders/Explorer helpers	Low	<ul style="list-style-type: none"> • Condition of equipment reviewed prior to event and repaired/replaced as required. • Activity involves minimal equipment – question sheets, paper and pencils only • No sharp items, glues/solvents or heat sources 	Low
Behaviour/ overexcitement Upset, injury	Participants, Leaders/Explorer helpers	Medium	<ul style="list-style-type: none"> • Event code of conduct in place to set clear expectations of behaviour. • Activity process and outcomes clearly explained to participants prior to them starting the activity (instructions written on base question sheet) 	Low
Individual Needs Exclusion, injury	Participants, Leaders/Explorer helpers	Medium	<ul style="list-style-type: none"> • Participants are taking part in teams. • The Leader responsible for each team must provide information about significant medical requirements and additional needs during the booking process to the Green Beret organising team. • Green Beret organising team should discuss any needs with group leaders before the session is started and inform base leaders. • Group leader is responsible for making sure teams having access to essential medication i.e. inhalers where required. 	Low
General Injury	Participants, Leaders/Explorer helpers	Medium	<ul style="list-style-type: none"> • First aid kit will be available • Groups are responsible for their own first aid in the first instance – if a participant requires first aid, they will be advised to return to their Group location. • Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. 	

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.

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