



Risk assessment

Name of activity, event, and location	The Fort Bowley International Scout Centre	Date of risk assessment	12 th March 2025	Completed by	Chris Harrop
		Date of next review	12 th March 2027	Authorised by	Chris Taylor

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?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Hazard: Lack of supervision Risk: Personal injury, lost child	Young people	Ensure there are enough adults to supervise the activity, in line with sectional ratios. Ensure regular head counts and checks on behaviour and wellbeing Adult volunteers to be aware of members of the public and any interaction with YP to be monitored/ supervised Ensure all Volunteers and helpers are aware of level of support needed for younger groups (eg. frequent toilet visits, help on equipment)	
Hazard: Losing young people Risk: Personal injury, potential fatality, lost young person	Young people	Headcounts during the activity Use a buddy system and fully brief YP at the beginning of the activity. Put younger children into small groups and allocate a specific adult to each group Have a clear 'home base' and ensure YP know where it is. Do an orientation tour with the YP, e.g.: here is the toilet, this is how far you can go. Clarify area boundaries with them. Ensure the activity has regular breaks to allow for a headcount of those present.	



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Hazard: Slips, trips and falls Risk: Personal injury	Adult volunteers Young people	Check that the activity area is clear of objects likely to cause an increased risk of tripping or slipping or cause injury if someone falls on them. Consider an alternative activity if weather has made surfaces slippery and unsafe Make sure that YP are wearing appropriate footwear, and it is secured to their feet (check laces are tied and so on).	
Hazard: Active games / running around the Fort Risk: Personal injury, collision,	Adult volunteers Young people	Make sure that the rules of the game restrict or prohibit contact. Give YP full briefing of rules (e.g. no grabbing clothing, beware of others as you run around) Consider how many people are playing (the more players, the higher the risk of serious injury). Consider the difference in size between players (the greater the range, the higher the risk of serious injury). Make YP aware of the hazards from use of play equipment – slips, trips, falls	
Hazard: Overexcitement/not following rules Risk: Personal injury, accidents, distress	Young people	Advise YP in advance of playing on the fort of your expectations around behaviour.. Explain any rules clearly at the start of the activity. Monitor the mood level throughout. Agree and use a clear communication to stop an activity – everyone should stop as soon as they hear the agreed signal or anyone shouting STOP. Have a clear location for those resting/ not participating in an activity.	
Hazard: Playground equipment Risk: Falls, loss of grip, collision	Young people Adult volunteers	Volunteers to check the fort and associated play equipment for faults, If unsafe do not use. And communicate this to all present. Volunteers to monitor YP on equipment and ensure they are using it safely YP to have age-appropriate safety/ behaviour briefing before starting to play (e.g. Ask for help, do not go too fast, do not show off, no pushing, don't jump off from height) Adults to directly supervise high risk areas of the fort. Younger children to be closely monitored, encouraged to remain focused	

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		and aided to reach/balance/hold on etc. Older YP to be supervised to take care and not over stretch/ go too fast etc If equipment becomes too slippery due to weather, stop the activity YP advised to rest if they become too tired Volunteers to initiate queuing if an item is overly popular Continuous overall supervision of group to be maintained	
Hazard: Weather conditions Risk: Injuries, sunburn, dehydration	Young people Adult volunteers	Leader in charge to determine if weather is suitable before allowing play on the fort. Appropriate attire for conditions to be worn by all (e.g. waterproofs or sun hats) Drinks to be available in hot conditions, all participants to remain hydrated Activity to stop if adversely effected by weather (e.g. too wet, too hot)	
Hazard: Personal Injury/illness Risk: Various – cuts, sprains, strains etc.	Young people Adult volunteers	Have an appropriate first aid kit easily available and a first aider. Ensure sufficient first aiders are present for the activity. Emergency medications to hand (e.g. Asthma inhalers, epi-pens)	

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.