

Scout Association View of Risk Management (extract from FS120000 – Jun 2024)

Introduction

We all do risk assessments or safety checks every day, such as when we cross the road. We choose an appropriate place to cross, look both ways and make a decision about whether it's safe to cross.

We know that young people learn by doing. Activities encourage the development of young people and they can feel a huge sense of achievement in completing them. We want to provide **EXCITEMENT**, but not **DANGER**. **ADVENTURE**, but not **HAZARD**.

Assessing risk starts in the early stages of activity planning and goes on throughout the activity, until all participants go home at the end of the activity. Embedding risk assessment within the planning process allows us to deliver safe, enjoyable and exciting programmes for young people.

Who is responsible for risk assessment?

The simple answer is everyone has a part to play in assessing and managing risk. All adults have a role to play in keeping Scouts a safe place for our members and achieve this by working together and cooperating. Make sure that everyone understands the role they play and also that young people understand how they can help keep Scouts safe for themselves and others.

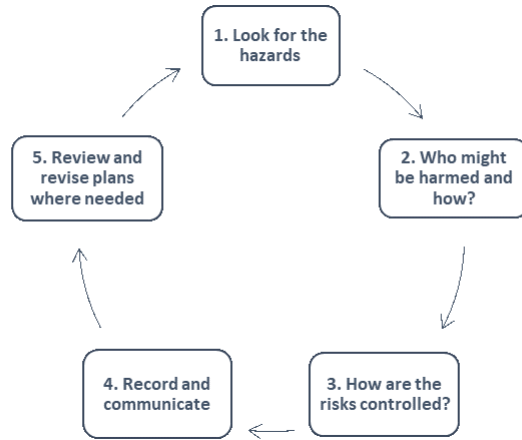
The Scouts provide safety Learning for all adults which includes support in undertaking risk assessment. This is also reinforced in other more specialist and role specific learning.

Line managers are responsible for ensuring that adults have completed appropriate learning modules for their role, whilst Adult Volunteers are responsible for ensuring that young people have appropriate training or instruction to help with their understanding of risk. Adults are also responsible for ensuring that they identify their own learning needs and if they require more support or assistance to flag this with others who can help. All activities require a leader in charge. This is someone who makes sure that key tasks are completed. Adult Volunteers are responsible for identifying and agreeing on the leader in charge for each activity.

5 Steps to risk assessment

There are five simple steps. If you've done risk assessments elsewhere, these should look familiar.

Longcraig Scout Centre – Operating Risks and Controls



It is the responsibility of all Service Team members to ensure that risk controls, as noted in the following pages, are abided with.

2025 Updates

Shown below in RED.

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment – General Building Use

Hazard	How Is The Risk Controlled?
Risk of serious or fatal injury due equipment stored in building	<ul style="list-style-type: none"> Care needs to be taken when moving around the building to avoid tripping and falling. Lights to be turned on in office as part of opening up procedures. Do not leave equipment lying on the ground. Ensure all mops/brushes are not left near doorways in case they fall across the entrance.
Risk of inquiry/damage when opening and closing roller doors.	<ul style="list-style-type: none"> Anyone not familiar with the raising and lowering of the roller doors must be shown the correct way to avoid injury or damage to the door.
Inside building: slips, trips, and falls.	<ul style="list-style-type: none"> Safety warning to be given at start of the evening and boundaries clearly stated. Lighting to be left on, Watch out for water on the floor, particularly on entrance and after use if raining outside. Mop up to try and keep dry. No running anywhere in the centre.
Outside on Longcraig site – risk of injury climbing on stored boats	<ul style="list-style-type: none"> The boats/equipment/racking stored outside are not for climbing on
Risk of allergic reaction	<ul style="list-style-type: none"> All attendees to advise organisers of any dietary requirements in advance, as per event invite. Food ingredients to be clearly stated, in writing, at order point.
Risk of food poisoning	<ul style="list-style-type: none"> At least one of the team will have a food hygiene certificate. Surfaces to be wiped down before use, hands to be washed prior to handling food. All food to be stored appropriately (fridge/freezer/air tight container)
Injury on area around building	<ul style="list-style-type: none"> Leaders from visiting groups to be responsible for watching their own young people DM to ensure safety briefing covers dangers of rocks on beach and climbing down pier (south end beside road as well as area in front on building)
Unaware of fire in building	<ul style="list-style-type: none"> Smoke detectors in common areas (changing rooms outside kitchen) Alarm bells mounted beside all building exit doors (not roller doors)
Overheating of batteries and invertors	<ul style="list-style-type: none"> Door to be kept open to ensure suitable ventilation Vents to be fitted top and bottom of doors to allow for ventilation
Fire risk near Infra-Red heaters	<ul style="list-style-type: none"> Do not cover the heaters Do not place items close to heaters

Manual Handling of Equipment

Hazard	How Is The Risk Controlled?
Items being dropped	<ul style="list-style-type: none"> • All activity will be preceded by a clear briefing detailing what is being moved, where it is to go and the number of people to be involved. • Sufficient people to be deployed to lift/move item to spread the weight. • Gloves to be worn as appropriate. • Load carrying devices to be used if appropriate.
Injury to people	<ul style="list-style-type: none"> • All activity will be preceded by a clear briefing detailing what is being moved, where it is to go and the number of people to be involved. • Where items are moving over uneven ground someone will monitor progress and provide clear advice on any hazards to be negotiated/avoided. • All persons involved in lifting to be advised to bend knees to lift items and not use their back. • Gloves to be worn as appropriate. • Ensure suitable protection equipment is worn when using tools (manual or electrical)
Tripping hazard	<ul style="list-style-type: none"> • All pathways being used to move items to be cleared of items likely to cause trips. • Where hazards cannot be moved (steps, fixed items) someone not involved in the moving will act as eyes and provide verbal guidance.
Cuts and friction burns	<ul style="list-style-type: none"> • Suitable protection to be worn (gloves/overalls) • Check for rough edges or sharp items to avoid contact
Electrocution	<ul style="list-style-type: none"> • Do not use mains powered electrical equipment near water • Ensure all mains powered electrical equipment is protected by an RCD connection to the mains. • All mains equipment should be PAT tested annually • Mains electrical wiring must be subject to regular EICR checks.

Risk Assessment for WATERSPORTS:- GENERAL RISKS

Hazard	How Is The Risk Controlled?
Unable to meet activity staffing ratios due to staff call offs or permit limits	<ul style="list-style-type: none"> • Permit checks ahead of time • Surplus of staff present on site • Juggle activities offered to meet available permit limits • Cancel session
Injury when moving equipment	<ul style="list-style-type: none"> • Supervision and instruction • Manual handling training for Instructors. • Appropriate number of people to move/life equipment • Safe storage of equipment
Isolation of group	<ul style="list-style-type: none"> • Keeping within prescribed area • Correct ratio of participants to Instructors
Falling/slipping on pier	<ul style="list-style-type: none"> • Check state of pier at start of each session • Make groups fully aware of dangers:- no running, watch slippery surface, beware cross winds • If on pier a buoyancy aid MUST BE worn correctly by all • Regular check of pier throughout activity by Instructors/Duty Manager
Wind, waves and current	<ul style="list-style-type: none"> • Check strength of wind and size of waves, continually revaluating the situation • Check state of tide and current, continually revaluating the situation • Be aware of the current over the pier during mid tide period
Jelly fish	<ul style="list-style-type: none"> • Check water before entry • Avoid entry into the water • Cover bare skin with wet suit or waterproofs and shoes • Constantly reevaluate situation throughout session
Temperature, wind chill and hypothermia	<ul style="list-style-type: none"> • Ensure all participants are adequately dressed with wet suits, waterproofs, hats and gloves as appropriate before going out on water • Ensure everyone understands the effect of wind chill and therefore has suitable windproof outer layers • Constantly reevaluate weather situation throughout session • Instructor supervision • Safety Boat able to take participants back to shore • Safety Boat and Instructor contact by VHF radio to Duty Manager • All Instructors First Aid trained • Hot showers and hot drinks always available at Centre

Longcraig Scout Centre – Operating Risks and Controls

Coldness	<ul style="list-style-type: none"> • Instructors to check regularly with participants if they feel cold • Check by compressing nail of a finger – it should go white then return to pink if blood is flowing to fingers. • In event someone is cold, remove on safety boat and return to pier to be met by leader/ASU member and escorted to centre to get warmed up.
Deterioration of Conditions	<ul style="list-style-type: none"> • All instructors must review the conditions and assess if they are changing • Look for wind increasing, rain (or more violent storms) approaching. • In event of decision to curtail the activities, radio safety boat/DM and advise. • All young people to be returned to shore in a safe and controlled manner, prioritising people over equipment.
Drowning	<ul style="list-style-type: none"> • Buoyancy aids MUST BE worn by all on water or on pier • Session covered by Safety Boat • Instructor supervision
Compounded impact of incident due to poor communication	<ul style="list-style-type: none"> • All activities to have sufficient access to VHF radios • Protocol for calling for assistance advised to all Instructors • Use of nominated radio channel advised • Onshore contact available
Other water users	<ul style="list-style-type: none"> • Set operating area prior to activity starting • Constant supervision by Instructors and Safety Boat • Ensure all instructors are aware of, and abide by, The International Regulations for Preventing Collisions at Sea, more commonly known as the COLREGS (http://www.collisionregs.com/Collregs.html). <ul style="list-style-type: none"> ○ PORT/STARBOARD ○ POWER GIVES WAY TO SAIL ○ Over taking boat keeps clear ○ Keep a good look out at all times ○ Take positive action to avoid collision
Tractor and Trailers	<ul style="list-style-type: none"> • Tractor to be driven by those that have had local training and meet insurance minimum age of 25. • Awareness of others when moving trailers and driving tractor • Check wheels, winches and towing attachments are securely attached • Ensure all craft are secured to trailers before towing
Fire risk	<ul style="list-style-type: none"> • Fuel to be stored in fuel bunker and not on RIBs when building is closed up. • Fire extinguishers to be stored on both safety boats and drascombes • Flares to be stored in fire proof box in boathouse when building is closed up
Loss of personal equipment (ie glasses/watch/phone)	<ul style="list-style-type: none"> • Items to be left ashore if not required on the water. • If required, ensure they are secured appropriately and protected (if appropriate) from water damage. • Responsibility for items being taken afloat has to lie with the wearer/owner.

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for SAILING

Hazard	How Is The Risk Controlled?
Falling into water when transferring between shore and boat or between boats	<ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Keep fingers/limbs from between boat and pier or other boat • Holding on in correct place • Listening to person in charge for instructions
Capsize and man overboard	<ul style="list-style-type: none"> • All Safety Boat helms should have Safety Boat endorsements • Listening to person in charge for instructions • Participants briefed on capsize procedure
Entrapment inside capsized craft	<ul style="list-style-type: none"> • Safety Boat driver trained to deal with capsizes • Serrated knife on Safety Boat
Collision with boom – head injury	<ul style="list-style-type: none"> • Constant Instructor supervision • Participants warned about boom in briefing
Mast falling down – head injury	<ul style="list-style-type: none"> • Rigging checked by Instructor each time of use before moving off from anchor and jib securely attached. • When ashore ensure adequate number of people supporting rigging we raising or dropping the mast
Injury from moving parts in the boat	<ul style="list-style-type: none"> • Brief all participants before the activity • Constant reminders given by Instructor during the session • Instructor supervision • Helmets must be worn by all when using Toppers and Picos • Helmets to be worn in other sailing craft if requested by customer • Helmets to be worn if deemed appropriate at the start of a session
Collision with other boats or pier	<ul style="list-style-type: none"> • Participants instructed to avoid collisions • Participants stressed to use care and consideration • Session covered by Safety Boat • Sailing area identified and fully briefed with each participant
Boats overloaded and become unstable	<ul style="list-style-type: none"> • Adhere to maximum numbers for each type of boat:- Wayfarer maximum 4 people Topper maximum 2 people Topper Vibe maximum 3 people Pico maximum 2 people

Longcraig Scout Centre – Operating Risks and Controls

Wind strength during session	<ul style="list-style-type: none">• Senior Instructor on water or contactable by VHF radio to make safety call• Regular checks of wind speeds• Boat sails can be reefed• Constantly reevaluate situation throughout session
Trapping of fingers/hands between craft during coming alongside	<ul style="list-style-type: none">• Safety Boat driver gives clear instructions and is aware of risk• Briefing of participants by Instructor• All boats to heave to / lay to before Safety Boat comes alongside
Boat inversion	<ul style="list-style-type: none">• Ensure mast head floatation is used (Pico/Topper/Laser exempt)

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for KAYAKING

Hazard	How Is The Risk Controlled?
Rocks causing damage or injury	<ul style="list-style-type: none"> • Avoid rocks – put boat in and take boats out beyond them • Wear protection – wet suit, shoes and buoyancy aid • Helmets to be worn if requested by customer or if deemed appropriate at the start of the session • Instructor supervision • Regular review of beach area by Duty Manager of those playing on beach area
Capsize due to wind, waves or current	<ul style="list-style-type: none"> • Participants briefed on capsizing at start of session • Instructors rescue where necessary • Safety Boat :Constantly assess situation throughout session • Safety Boat : Regular head counts of group
Injury caused by paddles	<ul style="list-style-type: none"> • Participants to be instructed on use of paddles at start of session • Promote awareness of avoiding being hit on head by paddle • Instructor supervision
Injury caused by boats	<ul style="list-style-type: none"> • Participants to be instructed on appropriate method(s) of carrying boats at start of session • Transport boats to end of pier by tractor/trailer if deemed appropriate • Instructor supervision • Care storing and removing kayaks from trailer particularly when windy • Ensure kayaks are secured to trailer before trailer is moved.
Trapping of fingers/hands between craft	<ul style="list-style-type: none"> • Briefing of participants by Instructor
Offshore winds	<ul style="list-style-type: none"> • Instructor on water contactable by VHF radio to Duty Manager to make safety call • Regular checks of wind speeds • Reduce operating area / cancel session • Constantly reevaluate situation throughout session
Entrapment	<ul style="list-style-type: none"> • Safety briefing to go over capsize drill • Constant monitoring by instructor and ability to quickly get to any capsize to assist

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for RAFT BUILDING

Hazard Identified & Risks Arising	How Is The Risk Controlled?
Entrapment	<ul style="list-style-type: none"> • Safety briefing for all involved at start of session • Constant supervision on and out of the water • Serrated bladed knife with rescue boat/Instructor • Instructor should visually check with head count to ensure nobody trapped underneath raft
Raft falling apart in the water	<ul style="list-style-type: none"> • Safety Boat or Kayaking Instructor available for rescues • Instructor checks rafts for suitability before going on the water • Warn participants before going on water that raft may break up suddenly so should ensure they aren't tangled in ropes at any time and always able to jump clear if necessary
Raft capsizing	<ul style="list-style-type: none"> • Load on raft should be such that it is balanced • Everyone should remain seated or kneeling at all times
Trapping of limbs	<ul style="list-style-type: none"> • Instructor supervision • Participants informed to kneel / sit on logs not barrels
Raft drifting	<ul style="list-style-type: none"> • Instructor should tie a long line to raft so they can control, and if necessary recover, the raft at any time either if they are in water with raft or supervising from pier • Be aware of offshore winds and tidal direction
Being caught between rocks or boats	<ul style="list-style-type: none"> • Safety briefing for all involved at start of session • Constant supervision on the water
Head injury	<ul style="list-style-type: none"> • Every participant to wear protective helmet at all times
Injury due to moving raft	<ul style="list-style-type: none"> • Safety briefing for all involved • Use tractor and trailer to move raft to water if deemed appropriate
Injury caused by paddles	<ul style="list-style-type: none"> • Participants to be instructed on use of paddles at start of session • Promote awareness of avoiding being hit on head by paddle • Constant supervision on the water
Injury from being in contact with the raft	<ul style="list-style-type: none"> • Raft has to be built using materials that contain no sharp or protruding items (no nails, metal items etc). • All poles should be round and free from splits that could splinter

Longcraig Scout Centre – Operating Risks and Controls

	<ul style="list-style-type: none">• All ropes used to be tied correctly to avoid loops and holes which could trap hands/fingers
Offshore winds	<ul style="list-style-type: none">• Instructor on water contactable by VHF radio to Duty Manager to make safety call• Regular checks of wind speeds• Reduce operating area / cancel session• Constantly reevaluate situation throughout session• Raft to be secured to shore or safety craft

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for PADDLEBOARDING

Hazard Identified & Risks Arising	How Is The Risk Controlled?
Head injury	<ul style="list-style-type: none">• Every participant to wear protective helmet at all times
Rider separated from paddleboard	<ul style="list-style-type: none">• User to be attached to paddleboard with a SUP leash at all times
Injury caused by paddles	<ul style="list-style-type: none">• Participants to be instructed on use of paddles at start of session• Promote awareness of avoiding being hit on head by paddle• Constant supervision on the water
Person being blown over by wind while carrying paddleboard	<ul style="list-style-type: none">• Constantly reevaluate wind situation throughout session• Two people to carry paddleboard if deemed appropriate
Entrapment	<ul style="list-style-type: none">• Safety briefing to go over capsize drill• Constant monitoring by instructor and ability to quickly get to any capsize to assist• Wear a quick release waist leash rather than an ankle leash
Offshore winds	<ul style="list-style-type: none">• Instructor on water contactable by VHF radio to Duty Manager to make safety call• Regular checks of wind speeds• Reduce operating area / cancel session• Constantly reevaluate situation throughout session

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for POWER BOAT / SAFETY BOAT

Hazard Identified & Risks Arising	How Is The Risk Controlled?
Launching & recovery of boat	<ul style="list-style-type: none"> • Training of correct practice • Only adults and those with appropriate permits allowed to handle boat • Single person in charge of team • Two people required to carry out the launch/recover procedure
Engine operation	<ul style="list-style-type: none"> • Ensure formal training given to all drivers
Failure of engine	<ul style="list-style-type: none"> • Ensure regular maintenance of equipment • Carry VHF radio(s) on board at all times • Use of paddles and anchor • Pre launch checks to be carried out to verify fuel lines are connected and air valve open on fuel tank • Check water filter on transom to verify it doesn't have any water in it (fuel floats on water).
Loss of control of boat if helm goes overboard	<ul style="list-style-type: none"> • Helm to wear kill cord at all times when engine is running.
Fingers being trapped going alongside pier	<ul style="list-style-type: none"> • Advise all to keep hands inboard at start of session • Regular supervision of passengers
Person falling overboard	<ul style="list-style-type: none"> • Advise everyone to hold on at all times • Regular supervision of passengers
Falling in water when transferring between boats or between boat and pier	<ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Holding on • Listening to person in charge for instructions
Contact with propeller	<ul style="list-style-type: none"> • All boat drivers are minimum RYA L2 Power Boat qualified, safety cover request Safety Certificate • All boat drivers to communicate clearly with passengers • Correctly fitted kill cord always used • Secondary kill cord always carried on boat • Engine to be switched off immediately when picking people out of the water • Boat drivers aware of paddlesports and rafts in vicinity

Longcraig Scout Centre – Operating Risks and Controls

Collision with other craft	<ul style="list-style-type: none"> All boat drivers are aware of rules of the road
Grounding of powerboat	<ul style="list-style-type: none"> Boat drivers to be aware of the state of the tides Boat drivers to ensure there is sufficient depth for boat and engine Boat drivers to be aware of the operating area and be aware of local hazards Local training for all boat drivers (consult charts in boats for hazards) Lift engine when approaching shallow water
Swamping / capsize due to overloading of craft	<ul style="list-style-type: none"> All powerboats plated for maximum capacity – this must not to be exceeded
Hitting objects in water	<ul style="list-style-type: none"> Instructor supervision Keep good look out at all times
Rescue operation	<ul style="list-style-type: none"> Qualified (hold RYA Safety Certificate) experienced adults to be in charge of operation Situation reviewed constantly Consider need to make a VHF radio MAYDAY call to coastguard Ensure safety boat to activity craft ratios are adhered to –1 safety boat per 6 sailing hulls Crew entering water only as a last resort if life is at risk.
Boats overloaded and become unstable	<ul style="list-style-type: none"> Adhere to maximum numbers for each type of boat:- RIBs maximum of 6 people

Longcraig Scout Centre – Operating Risks and Controls

Risk Assessment for DRASCOMBE LONGBOAT

Hazard Identified & Risks Arising	How Is The Risk Controlled?
Rigging of boat	<ul style="list-style-type: none"> • Training of correct procedure • Only adults and those with appropriate permits allowed to handle boat or under instruction • Ensure all helms are aware of correct procedure to operate roller jib
Engine operation	<ul style="list-style-type: none"> • Ensure training given to all helms – minimum of RYA Level 1 required
Failure of engine	<ul style="list-style-type: none"> • Ensure regular maintenance of equipment • Carry VHF radio(s) on board at all times • Use of anchor
Loss of control of boat if helm goes overboard	<ul style="list-style-type: none"> • Helm to wear kill cord at all times when engine is running. • Secondary spare kill cord to be stored on board when engine is mounted
Fingers being trapped going alongside pier	<ul style="list-style-type: none"> • Advise all to keep hands inboard at start of session • Regular supervision of passengers
Person falling overboard	<ul style="list-style-type: none"> • Advise everyone to hold on at all times • Regular supervision of passengers
Falling in water when transferring between boats or between boat and pier	<ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Holding on • Listening to person in charge for instructions
Contact with propeller	<ul style="list-style-type: none"> • All boat drivers should hold a minimum RYA L1 Powerboat if the engine is being used (or have been giving sufficient training to use the engine safely) • All boat drivers to communicate clearly with passengers • Correctly fitted kill cord always used • Secondary kill cord always carried on boat • Engine to be switched off immediately when picking people out of the water • Boat drivers aware of paddlesports and rafts in vicinity
Collision with other craft	<ul style="list-style-type: none"> • All boat drivers are aware of rules of the road

Longcraig Scout Centre – Operating Risks and Controls

Grounding of longboat	<ul style="list-style-type: none"> • Boat drivers to be aware of the state of the tides • Boat drivers to ensure there is sufficient depth for boat and engine • Boat drivers to be aware of the operating area and be aware of local hazards • Local training for all boat drivers (consult charts in boats for hazards) • Lift engine when approaching shallow water
Hitting objects in water	<ul style="list-style-type: none"> • Instructor supervision • Keep good look out at all times
Mast falling down – head injury	<ul style="list-style-type: none"> • Rigging checked by Instructor each time of use before moving off from anchor and jib securely attached. • When ashore ensure adequate number of people supporting rigging we raising or dropping the mast • Ensure instructors are trained to use the main halyard as a back stay joined to the main sheet when sailing jib and mizzen only.
Injury from gaff when raising/dropping main sail	<ul style="list-style-type: none"> • Ensure all on board are aware the main is being raised/lowered • Appoint one responsible person to “spot” the gaff and catch it to avoid it hitting anyone.
Injury from moving parts in the boat	<ul style="list-style-type: none"> • Brief all participants before the activity • Constant reminders given by Instructor during the session • Instructor supervision
Collision with other boats or pier	<ul style="list-style-type: none"> • Participants instructed to avoid collisions • Participants stressed to use care and consideration • Session covered by Safety Boat • Sailing area identified and fully briefed with each participant
Boats overloaded and become unstable	<ul style="list-style-type: none"> • Adhere to maximum numbers: - Drascombe maximum 9 people
Keel riding into keel slot if boat capsizes	<ul style="list-style-type: none"> • Ensure keel is locked in the down position by tying off drop line onto a cleat.