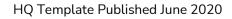
Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors.	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.	Keep checking throughout the activity in case you need to change itor even stop it! This is a great place to add comments which will be used as part of the review.
Equipment Use	Everyone involved in the session.	 No swinging of golf clubs above waist height. No throwing of balls No aiming towards another person No running around the obstacles There is to be no more than 4 people in a group on any one hole. The holes must be played in order. One metre distance must be maintained between players during putting Equipment to be returned to storage box after use Equipment only to be used within the mini golf course area Do not hit obstacles on the course with golf clubs 	Defective equipment to be reported to Earleywood Activities Director immediately
Medical Incident/Injury	Everyone involved in the session	 Leader in charge to have readily available an adult with current mandatory module 10 first aid training. Leader in charge to have first aid kit. Leader in charge/activity instructor to be aware of where nearest first aid kit is located (Scout Centre kitchen and Rowney Building kitchen). Leader in charge to have available and be aware of all medical/allergy conditions and reasonable adjustments of everyone at risk. Participants with reasonable adjustments to be located nearest the activity instructor and if necessary have a competent person supporting them Leader in charge to be aware of Earleywood incident action plan and follow it. 	

Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety





		• Leader in charge establish procedures in the event of an injury at	
		beginning of session.	
		 Leader in charge to maintain young person/adult ratio 	
Slips, Trips, Cuts, Bites & Falls	Everyone	 Leader in charge to survey the activity area before starting to prevent 	 Periodical checks / Be aware of any
	involved in the	participants having an incident:	objects on the ground and remove
	session	\circ Mark locations of obstacles in the ground	trip hazards.
		 Remove loose debris to a safe location 	
		 Mark locations of insect infestations and nests 	
		 Mark locations of low lying stinging or scratchy plants 	
		 Identify boundaries. 	
		 Wear appropriate footwear and shoelaces to be tied. 	
		• Walk, no running	
		 Ensure the activity area is suitable for use, kept clear and tidy 	
Overcrowding and disorderly	Everyone	 Leader in charge/activity instructor rules/instructions explained to 	
behaviour	involved in the session.	participants during briefing.	
	56551011.	 Leader in charge to remain with the group. 	
		 Activity instructor to stop activity immediately if: 	
		$_{\odot}$ There are too many participants using the activity	
		$_{\odot}~$ The participants behaviour is unacceptable or unruly	
		$_{\odot}~$ No leader is present from the participants group	
		$\circ~$ Consider safety of participants is at risk	
		 Leader in charge to resolve the issue to the satisfaction of the activity 	
		instructor before the activity starts again.	
Animal Encounter –	Everyone	• Do not approach animal.	
Wild/Domestic	involved in the	 Do not encourage animal to approach you. 	
	session.	 Maintain safe distance between you and the animal. 	
		 Leader in charge to scare away the animal without causing physical 	
		harm.	
Animal Faeces	Everyone	• Leader in charge to survey the activity area before starting, remove and	
	involved in the	dispose of animal faeces.	
	session.	 Any animal faeces identified while participating in the activity, pause 	
		activity and Leader in charge to remove and dispose of animal faeces.	

Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety



Weather Conditions &	Everyone	• Bring clothing and equipment appropriate to the weather conditions.	
Environment	involved in the	• In event of inclement weather, the activity instructor may cancel or	
	session.	postpone the activity, in the meanwhile Leader in charge to find a point	
		of safety.	
		• In hot weather ensure adequate hydration and self-administration of sun	
		protection.	
		• Use torches if dark.	
		• Wear close toed footwear (i.e. no sandals/ flip flops, etc)	
		 Turn on activity flood lighting as appropriate 	
Missing Persons	Everyone	Leader in charge to:	
Lost individual in distress	involved in the session.	• Take regular HEAD COUNTS	
		Take register before activity starts.	
		Have In-Touch arrangements accessible.	
		 Check mobile phone connectivity is available. 	
Unauthorised Access	Everyone	Equipment to be locked away securely whilst not in use.	
Activity area left unattended	involved in the	Participants must never be left alone with equipment.	
Equipment unattended	session.		
Theft			
Injury			

Checked by		Name: Ben Shirvill	
		Role: Activity Director	
		Date 26 th February 2023	
Approved by		Name: Derek Salter	
		Role: Health & Safety Director	
		Date 26 th February 2023	
Version Control	Original Date 26 th February 2023	Whats changed?	Rewritten and updated replacing previous version.
	Revision Date 1st February 2024		Annual review

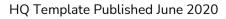
Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety



HQ Template Published June 2020

Revision	Annual review
Date 15 th February 2025	

Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety



<u>ن</u> Scouts