

Risk assessment – Event Control

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| Name of activity, event, and location | Camp Northumbria 25 Causey Farm Northumberland | Date of risk assessment | 16.05.25 | Name of person doing this risk assessment | Kathryn Fuller |
| | | Date of next review | 16.05.26 | | |

| 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? |
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| 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. |
| For example: Hazard: fire Risk: smoke inhalation or burns | Section Volunteers, visitors, Young Leaders, Scouts | Smoke: use dry wood, check wind direction, stand people out of smoke direction. Burns: stay a safe distance from fire, place extra wood on carefully, teach Scouts good practice around fires, have a burns first aid kit easily available. | |
| Tables/Chairs | Volunteers/Visitors/ Young People | Ensure that these are on even ground to reduce the risk of people falling off chairs and tables becoming unsteady, so they don't collapse on people | Assessing throughout the day and ensuring people are aware of risks |
| Laptops/ phones | Volunteers/visitors/young people | Ensure that laptops and phones are monitored throughout the day, ensuring that those with authorisation are allowed to touch these and that the volunteers with authorisation are aware of opening/closing procedures and policies | Assessing throughout the day and ensuring that there is at least 1 authorised person in the Event Control area |
| Wires and cables | Volunteers, visitors, young people | Ensure that all wires and cables are removed from walkways and those that can't be, are covered and people are made aware of the potential trip hazard | Assess throughout the day and adjust when necessary |
| Overcrowding | Volunteers, visitors and young people | Make sure the max numbers of the tent are recognised and adhered to and be prepared to turn visitors away if necessary | Be constantly vigilant throughout the café open hours and make safety adjustments when required. |

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.

You can find more information in the [Safety checklist for Section Volunteers](#) and at scouts.org.uk/safety