

4th Epping Forest South RISK ASSESSMENT & SAFETY BRIEFING NOTES

Exploring and travelling in town

Date of Last Amendment	Amended by	Date of Last Review	Last Reviewed By
01/11/2022	Matthew Balchin	08/12/2022	Stephen Young

Leaders should notify GSL if their dynamic risk assessments suggest amendments or additions are required

This activity depends on the following mandatory assessments:

- None

Related assessments:

- Hiking

Risk Assessment

Severity Likelihood and Rating Values					
Impact (0 – 10), Likelihood (0 -10) Rating = Likelihood multiplied by Impact (0 - 100)					
All Hazards should fall within the adequately controlled category or lower after mitigation or action required.					
Mitigated Rating	81-100	61-80	21-60	11-20	0-10
Action	Immediate suspension pending further controls	Further controls required before activity run again	Further Investigation to check assessment add controls if necessary	Adequately controlled risk	Trivial Risk

Hazard Identified & Risk(s) Arising	Persons at Risk	Control Measures	Person Responsible	Impact	Likelihood	Rating
Personal injury – trip hazards	Scouts	- Ensure that scouts are wearing appropriate footwear for the duration of the activity and the weather - Ensure that scouts are not bunched up and are paying attention to traffic and other members of the public	All leaders	5	2	10
Personal injury – walking on roads	Scouts	- Scouts should walk only on designated footpaths and pedestrian areas except where these are not present. Avoid walking along roads where possible - Make sure that scouts are not on roads or car parks unsupervised - When crossing roads, do so in small groups, making use of pedestrian crossing where available - Walk in single file along roads where there is no pavement. Walk facing the traffic unless the road layout prohibits this.	SLIC, route planner, all leaders	8	1	8
Weather exposure - risk of heat stroke and sunburn, hypothermia	Scouts	- Make sure that the weather for the duration of the activity is checked before departure and monitored - Ensure at suitable points that scouts have access to water, food and toilets depending on the duration of the activity - Ask scouts to keep an eye on each other and to highlight to a scout or leader if they see that another scout is suffering from weather exposure	All leaders	4	1	4

		For long activities, plan for indoor stops and breaks where possible.				
Personal injury – inadequate clothing and footwear	Scouts	- Ensure that scout clothing is suitable for the weather and the duration for which they will be outdoors. - Ensure that scouts are carrying or wearing adequate waterproofs, warm clothing if needed and hats etc.	All leaders	4	1	4
Personal injury – existing medical condition triggered by the activity, food or environment	Scouts	- Make sure that leaders are aware of any particular medical needs - Ensure leaders have first aid kits and any specific medical interventions required for any individual - Ensure that leaders know which signs require medical services	All leaders	5	2	10
Fatigue / exhaustion	Scouts	- All leaders to keep an eye on scouts - All scouts should be briefed for signs of fatigue in themselves and others and should alert a leader if necessary - Make sure that there are plenty of rest stops and that the pace of any walking is suitable to the duration, weather and participants. - All leaders should be made aware of available rest locations	SLIC, All leaders	4	3	12
Risk from strangers	Scouts	- Allocate small groups of scouts to individual leaders - Remind scouts that they should be alert and be conscious of 'stranger danger' - Ensure that particular attention to crowded areas is paid and that in these locations scouts are kept in a tight group and visible contact maintained. - Ensure that scouts remain in allocated groups and are aware of people around them at all times - Ensure that scouts call for assistance as soon as possible if they feel uncomfortable or in danger, calling 'FIRE' if necessary to attract attention. - Ensure that leaders have a clear knowledge of the numbers and individuals in their group and that these numbers are manageable. - If toilet or food stops are made, scouts must remain in groups of 3, or 2 if 3 is not possible. A	All leaders	10	1	10

		leader should wait outside (or inside if possible) the shop of facility				
Nuisance – to members of the public	Members of the public	• Ensure that scouts treat members of the public, other scouts and leaders with respect and are aware of the impact of their actions on other users of the site. • In the event of an altercation, leaders should call another leader immediately and the emergency services if the situation demands it. • Ensure that all leaders are able to communicate with at least two other leaders on the activity.	SLIC	2	2	4
Risk of getting lost	Scouts	• Ensure that all leaders are aware of any relevant routes and have access to paper or electronic maps. • Ensure that all leaders are aware of their location at all times and call for assistance if unsure. • All scouts should wear either their scout uniform, a group T-shirt or their necker to readily identify them. • Where scouts are permitted to carry mobile phones they should be familiar with how to contact a leader and the emergency services. • If a scout or small group of scouts gets separated from all leaders, they must stop immediately or move to a nearby safe space and make contact with a leader	SLIC	4	1	4
Getting separated on public transport	Scouts	• Ensure that the bus or train has sufficient capacity for all members of the group before attempting to board • Ensure that scouts are aware that they are getting on or off transport in good time • Ensure that leaders have the means to pay for emergency travel if a scout loses their authorisation to travel • When getting on and off buses, scouts should enter or leave the vehicle before the leader and wait at the entrance • When getting on or off trains, there should be two leaders in a group. One leader must get on or off the train first and the second must ensure all scouts are off first.	All leaders	8	1	8

		● Where there are two leaders with a group, one will be the primary leader. ○ In the event of separation the secondary leader will keep their group stationary, getting off the transport at the next stop if they are on a bus or train and remain on the platform where they disembark (so as to expediate re-joining) ○ In the very unlikely event that it is not possible to remain on the platform, the secondary leader must take their scouts to the primary station exit to regain communication signal, preferably remaining sheltered. ○ The primary leader is responsible for re-joining the two parts of the group and should travel to meet the secondary leader regardless of the original intended destination ○ Except if the two leaders are able to communicate freely (not underground), the primary leader may direct the secondary leader to return to their own position provided communication contact can be maintained for the whole return journey.				
--	--	--	--	--	--	--

Safety Brief Notes

Points for Safety Briefing to Leaders

- Ensure leaders have maps, timings, locations of rest stops and are able to communicate
- If there are areas which are to be avoided, these should be briefed
- Leaders need to understand the protocol for travelling on public transport
- Leaders need to know how many and which individuals are in their group and understand that they are accountable for these specific scouts
- Make sure that all leaders can communicate with at least two others
- Make sure that leaders are aware of any particular medical needs and have first aid kits and any necessary medications. They must also understand any signs of medical difficulty and when to seek medical assistance.
- Keep an eye on weather

Points for Safety Briefing to Participants

- Check Scouts have suitable clothing and footwear.
- Remind Scouts to move around in groups of 3 at all times;
- Monitor self and other Scouts for signs of adverse reaction to cold or heat, or fatigue.
- Ensure scouts have sufficient water, food and snacks with them
- Ensure scouts have visible, identifiable clothing – uniform, necker or group t-shirt
- Ensure scouts have sensible suitable footwear and clothing
- Make sure scouts walk on the correct side of the road, keep to the verge in single file if there is no pavement and keep alert to traffic.
- Ensure scouts have an awareness of where they are and where they are going, especially getting on and off public transport
- Re-enforce that they should not engage with strangers. Do not accompany strangers.
- A leader must always get onto public transport first and a second leader will remain at the back.
- In the event of separation of the group there should be a leader with them and scouts must listen carefully for instructions
- If a scout or small group of scouts gets separated from all leaders, they must stop immediately or move to a nearby safe space and make contact with a leader