|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of activity, event, and location** | **Ceremonies (open, close, invest and flag) Risk assessment** | **Date of risk assessment** | **05/02/2021** | **Name of person doing this risk assessment** | **Julie Willis** |
| **Date of next review** | **05/02/2022** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What hazard have you identified?**  **What are the 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?** |
| **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*.* |
| **Opening and Closing Ceremony for Beavers, Scouts or Cubs Grand Howl**  Children colliding, running into building framework, tripping over laces, | Young People, leaders and young leaders. | Ensure floor is clear of spillages and clear of objects as per the general hut assessment.  Make sure young people are clear of the ceremony processes and rules for moving around the hall, especially no running.  Roof support pillars are already covered in foam to protect from collision.  Making sure laces are tied on arrival.  Check to ensure flag is secure, there is currently no risk from heavy items falling. | When we return to the hall, a full reminder of how the ceremonies work after the extended period away followed. Regular check at the start of each term that the flag fixings are secure. |
| **Investitures**  Pointy bit on the end of the flag, flag could drop, make sure parents are stood in correct part of hall | Leader, Young person holding flag and Young Person being invested. | Making sure the young leaders or other young people are holding the section flag securely, and to keep pointed end of flag away from others.  Make sure parents arrive ten minutes before investing and know area of hall to stand in to avoid obstructions. |  |
| **Flags**  Rope burn, hanging, flag dropping. | All Attending | Making sure everyone knows how to release and lower the flag before doing this the first time.. | Make sure they do not force the flag, releasing it gently. |

### **North Richmond Sign off Sheet**

### **Completed by:** Julie WIllis **Date:** 5/2/2020

### **Ammendment/Review (if needed):** Alex Petty **Date:** 10/2/2020

### **Approved by GSL:** Alex Petty Date: 10/2/2021

### **Approved by Exec:** Fiona Booth **Date:** 22/02/2021

### 