

Staffordshire County Scouts: Safety in Scouting – Activity Risk Assessment Matrix

The County Executive Committee recommends that this form be used to assess the risks of any activity being organised where an element of risk may occur. It is the responsibility of the activity leader to complete this form and take the required actions to manage the risk.

Risk assessment for:	Group:
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	A The Activity / least competent individual	B The Activity Leader	C Environment / External factors	D Access to first aid	E Severity of possible injury. Likely occurrence of risk	F Individual responsibility of participants
1	Activity within the every day experience of the individual. Appropriate level of competence.	Experienced and qualified at the appropriate level	Hazards that are predictable. Weather appropriate to the activity. Any change will have no adverse effect on the group.	First Aid qualifications at the appropriate level for the activity.	Minimal possibility of serious injury. No risk occurrence.	All participants are mature in behaviour.
2	Activity not an every day experience for the individual. Tasks have familiar aspects. Regularly participates in the activity. An adequate level of competency.	Experienced with minimal qualifications. Regular participant.	Hazards that change quickly. Weather appropriate to the activity. Any change will have minimal effect, but will not affect safety.	Qualified in First Aid to basic level.	Serious injury unlikely. Infrequent likelihood of occurrence of risk.	Some participants are slightly immature in behaviour.
3	Activity outside the every day experience of the individual. Competency has been achieved in training. Experience at recreational level. Gained some competency.	Experience and no qualifications. Recreational participant.	Hazards that change quickly. Weather change could lead to problems if the group is not adequately prepared by training or equipment.	Minimum qualification in First Aid.	Serious injury possible. Regular possibility of occurrence of risk.	Some participants are immature in behaviour.
4	Activity outside the every day experience of the individual. Training has been given. Some experience at an introductory level. No competency.	Some experience. Limited recreational participant.	Close proximity to water, cliffs or other dangerous topographical feature. Weather change could lead to serious problems if the group is not adequately prepared by training or equipment.	No qualification in First Aid.	Serious injury possible. Frequent possibility of occurrence of risk.	All participants are immature in behaviour.
5	Activity outside the experience of the individual. Absolute novice. No experience of the activity and/or has special needs	No experience. Limited recreational participant.	Travel to other countries or remote / hazardous areas. Weather change could have serious repercussions for the group.	No qualifications in First Aid.	Serious injury possible. Occurrence of risk possible at all times.	All participants are irresponsible and untrustworthy.
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

SCORE = 6-10 LOW RISK	SCORE =11-19 MEDIUM RISK	SCORE =20-25 HIGH RISK	SCORE = 26-30 UNACCEPTABLE RISK
The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience	The hazards encountered are outside the group's experience but adopting principles of safe / best practice, should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the every day experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and party leader.

Staffordshire County Scouts

Safety in Scouting

ACTIVITY SPECIFIC RISK ASSESSMENT GUIDANCE

The County Executive Committee considers it a worthwhile exercise to undertake a Risk Assessment for all activities and would encourage you to use this form to assess the activities you will be running.

Do not be put off by this undertaking. It is simply good practice showing forethought and good planning.

1. A Risk Assessment should be made for each activity. Headings and descriptions on the reverse of this sheet should enable a full picture of the risks involved in any activity to be assessed.
2. The aim is to limit risks to acceptable levels. Consequently extra support may need to be obtained in view of any additional factors such as:
 - (a) the number, age, general health and fitness, temperament and ability range of young people.
 - (b) the quality and suitability of adequately checked available equipment.
 - (c) travel / transport arrangements.
3. The above factors must be taken into account since their presence might push your risk assessment into a higher band.
4. The risk assessment should be documented and provided as part of the pre-planning / application for consent to run an activity.

GUIDE TO USING THE RISK ASSESSMENT MATRIX.

1. Under each heading (e.g. The Activity Leader, Access to First Aid, etc.) choose the appropriate description for the proposed activity.
2. When consideration is being given to column 'A' it is most important to assess on the basis of the least competent member of the group.
3. In column 'B' the "Activity Leader" need not be a Party Leader. For example the Activity / Party leader could be a person leading a group to a local library or an instructor with an appropriate qualification teaching canoeing at an outdoor activity centre.
4. In column 'E' the severity of an injury could range from a grazed knee to a broken back. Risk occurrence will be different for different locations and activities.
5. In column 'F' be aware of age/maturity as well as the behavioural factors. Not all 18 year olds act 18.
6. At the bottom of each column tick the number, which matches the chosen description.
7. When all six columns have a number ticked, add the numbers together. Fill in the total score.
8. Enter the total score in the appropriate category at the bottom of the page, i.e. low, medium, high, or unacceptable risk, which will indicate the risk category and complete your appraisal to manage, if appropriate, the category of risk.

Following assessment, what action will you take to improve your management of the risk?