

Risk assessment

Name of activity, event, and location	Oaklands Park Percy the Park keeper Trail	Date of risk assessment	21/07/2026	Name of person doing this risk assessment	Alice Loates
		Date of next review	21/07/2027	Version	1.0

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?
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	Leaders, 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.	
Security: lost children	Young people	Leaders will: • set clear boundaries with all present. Explain YP must stay with their allocated adult • Monitor young people and make sure no one wanders off. • Regular head counts. • Have a lost child plan in place and follow it if needed. • Leaders to stay with smaller groups	
Roads and traffic: injuries from collisions between vehicles and people - car park	Young people, adults	Leaders limit interactions with roads. Group to meet outside Museum entrance and stay within park grounds to minimise contact with carpark Drop off/pick up will take place on park grounds – outside museum	
Weather: • rain before and during the activity, • hot weather causing heat exhaustion or sun stroke, • wind – risk of injuries caused by falling objects	Young people, adults	Leaders will: • monitor the weather forecast in advance. If heavy rains or wind's forecast, an alternative activities will be planned. • check weather before the meeting starts. • advise participants on suitable clothing to wear and carry (including sun protection and waterproofs). Everyone will bring a filled water bottle. • check that everyone's suitably equipped at the start of the meeting • monitor young people and return to our meeting place if it gets too hot or the weather deteriorates.	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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Terrain: uneven ground, branches, nettles, and so on.	Young people, adults	Leaders will: • check the outdoor spaces and make sure that the surfaces suit the planned activities and are free of obstacles that may cause hazards. • advise participants on suitable footwear and check everyone's footwear at the start. • brief young people on behaviour in the environment, including avoiding brambles, nettles, and so on. • carry first aid kits.	
Rubbish, needles, animal feces – possible contamination	Young people, adults	Before activity takes place, leaders will remind young people and helpers do not pick up and do not touch any rubbish, needles, animal faeces	
Using toilet facilities during activities in the parks, woodlands and playfields	Young people, adults	Use of public toilets to be encouraged before starting the trail. Adults must not share toilets with children – use disabled if open. In case of a toilet incident parents/carers will be asked to pick up a young person.	
Strangers	Young people, Leaders adults	Leaders will remind young people do not engage with conversation with stranger, do not take anything from them and do not walk off with strangers. Report any actions to the adult/leader.	
Illness or Injury	All	• Leaders are first aid trained and have an in date first aid kit. • All leaders have mobile phones with charge • Leaders have access to medical information and emergency contacts.	

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.

DOCUMENT VERSION CONTROL

Version Number	Changes Made	Changes Made By	Date
1.0	Document Version Control Log Created	Kyla Flack	16/09/2026

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