

Risk assessment

Name of activity, event, and location	Use of Building / Landside only for Longcraig Explorer activities Longcraig Centre, Longcraig Pier, South Queensferry, EH30	Date of risk assessment	November 2021	Name of person doing this risk assessment	Malcolm Leckie (LSC Manager) Steve Hankin (ESSL)
		Date of next review	November 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?
Safeguarding	All attendees	In line with standard requirements for Scouting, all adults (including any Network Scouts) who are involved with activities on a regular basis must have an appropriate role with in-date safety and safeguarding training and a PVG, noted on Compass.	
Poor behaviour / conduct	All attendees	Activities are being carried out under the conduct expectations of Scouting and its health and safety, welfare and safeguarding policies. Appropriately experienced and qualified Leaders are in place for the activities. In the event of poor or dangerous conduct, this will be immediately highlighted and if improvements are not evident the opportunity to take part will be withdrawn and parents/carers informed.	
COVID-19: Risk of infection through airborne transmission or through contact with equipment and surfaces	All attendees	The COVID-19 risk management measures of the LSC are to be followed, including for the use of toilets and showers. The Muster Area door and rear door are to be opened to create a through-draft allowing the muster area ONLY to be designated as an OUTSIDE area. Face coverings are to be worn INDOORS when more than one person is present in an area, and when moving around indoors. Persons in attendance will be reminded of good hand hygiene and respiratory hygiene on arrival. Everyone should use hand sanitiser on entry, exit and at occasions whilst present. Sessions and activities will be planned in line with latest guidelines on group sizes. A record of attendees at every session will be kept on OSM. If the numbers taking part in total exceed the allowed size of a group, the activity will be organised as multiple groups, each of which will be totally self-sufficient, and remain 25 metres apart at all times with no interaction. Adult leaders from one activity group may, if an unplanned issue arises, assist another activity group to ensure the safety of participants. In the event of a need to administer First Aid, the person giving first aid should wear a face mask and gloves with careful attention being given to hygiene measures before and afterwards.	
Falling over the edge of the pier outside the LSC	All attendees	Safety briefing to be given at start of the meeting/activity, highlighting the risk. No lone-working activities to take place on the pier outside the LSC.	
Risk of inquiry/damage when opening and closing roller doors.	All attendees	Doors should only be opened and closed by trained persons; anyone not familiar with the raising and lowering of the roller doors must be shown the correct way to avoid injury or damage to the door.	

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

UKHQ template published September 2020

Risk assessment

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?
Slips, trips, and falls.	All attendees	<p>Safety briefing to be given at start of the meeting/activity, with communication signals (e.g. whistle to regroup), centre's Mandatory Rules (see below) and boundaries clearly stated.</p> <p>LSC Mandatory Rules:</p> <ol style="list-style-type: none"> 1. No running anywhere in or around the LSC; 2. Buoyancy Aid must be worn for access to pierside areas beyond the designated line; 3. No climbing on any equipment; 4. No lone-working on the pier (i.e. cobbled area). <p>Lighting to be turned on before entering any dark areas (e.g. internal rooms & passageways without windows). Awareness raised about potential for water on the floor, after equipment use or if raining outside. Wet areas should be mopped-up to try and keep dry.</p>	
Risk of serious or fatal injury due equipment stored in building	All attendees	<p>Care needs to be taken when moving around the building to avoid tripping and falling.</p> <p>Lights to be turned in in office as part of opening up procedures.</p> <p>Do not leave equipment lying on the ground.</p> <p>Ensure all mops/brushes are not left near doorways in case they call across the entrance.</p>	
Injury from manual handling	All attendees	<p>Instruction in handling and safe lifting techniques will be given in advance, with working in teams required to unload/load and carry heavy kit.</p>	
Injury from misuse of equipment	All attendees	<p>Instruction in correct & safe use of all equipment.</p> <p>Participants to buddy-up to check correct fitting of each others' buoyancy aids.</p> <p>Adequate supervision by experienced Leaders where techniques are being learnt.</p>	
Fire	All attendees	<p>Fuels and flammable materials are stored in appropriate cabinets, with limited access, and should only be handled by authorised persons.</p> <p>In the event of a fire, all present should evacuate the building as quickly as possible and muster away from the building and other hazards (Muster Point is designated as the gate into Dalmeny Estate).</p> <p>The building is equipped with fire extinguishers for use by competent persons, if appropriate.</p>	
Allergic reactions	All attendees	<p>Leaders to review allergy information provided by parents/carers on OSM and advise attendees in advance of any universal restrictions when activities require lunch.</p>	
Risk of food poisoning	All attendees	<p>Good hand hygiene to be recommended and handwashing encouraged prior to handling food.</p>	
Outside on Longcraig site – risk of injury climbing on stored boats	All attendees	<p>The boats/equipment stored outside are not for climbing on</p>	

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

UKHQ template published September 2020