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| **Name of activity/ event/ location** | **Section meeting overview** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **Each term / with significant change to environment** |

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| **Hazard Identified? /**  **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?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Floor –** slips, trips, falls | All present | Check floor is clear of any obsicals and spills likely to increase risk of tripping or slipping or cause injury if fallen on.  Make sure everyone are wearing appropriate footwear and it is secured to their feet (check laces are tied etc) |  |
| **Behaviour** – over excitement | All present | Section code of conduct in place to set clear expectations of behaviour.  Leader in charge to monitor timings within ceremony meeting to ensure flow. |  |
| **Walking to receive badges/raise or lower the flag** – trip, slip or falls | All present | Clear expectations given to all before badge are given out on what to do.  Duty PL or sixer before the ceremony to be briefed on actions for raising and lowering the flag. |  |
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