

Blair Atholl Scout Jamboree

Method Statement



ACTIVITY	Sports Zone – Team Sports
GENERAL DESCRIPTION	Team sports from all around the world
LOCATION OF ACTIVITY INCLUDING ACCESS AND RESTRICTIONS	Various locations in the main field and around the Kastle. Team base will be large tree between Robertson and staff lines.
GENERAL ACTIVITY ENVIRONMENT CONSIDERATIONS, E.G. TEMPERATURE, WEATHER AND WIND SPEED	Most of the sports can run no matter the weather, apart from the warm up and cool down dance which requires an electrical source for the music player. Warm up and cool down can be changed according to weather. Gazebo will be provided for shade and water etc. Extra water and bottles will be kept for those who do not have their own, so everyone stays hydrated. Sun cream will be kept at base (Under tree/Gazebo) Sanitising equipment will be kept at base.
PROTECTION OF OTHERS, E.G. MEMBERS OF THE PUBLIC, STAFF, OTHER PARTICIPANTS	<ul style="list-style-type: none"> • Areas will be clearly marked with plenty room left for people to pass • Sports which require larger areas will be played well away from other activities/hazards. • All safety instructions (where appropriate) will be shared with all participants prior to participation.
EMERGENCY PROCEDURES, INCLUDING LOCATION OF EMERGENCY EQUIPMENT	<ul style="list-style-type: none"> • If injuries occur on the activity, a member of the medical team will be called upon should it be required. • All staff will be briefed on Emergency Procedures prior to activity taking place
IDENTITY OF PARTICIPANTS (AND ANY SPECIFIC TRAINING OR CERTIFICATION REQUIRED)	Individual Scouts and Explorers as listed on activity session participant list provided daily. Participants will be briefed on safety procedures and games rules prior to starting activity
REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none"> • Antibacterial equipment will be on hand if needed, i.e., COVID 19
EQUIPMENT USED, INCLUDING SAFETY PRECAUTIONS AND RESTRICTIONS	Footballs Football Goals Giant football Frisbee Volleyballs/Netballs Cones for rounders Bat Balls (tennis) Rugby balls Rugby pads Bars of soap Buckets Music players/speakers Dodgeballs Team bibs Whistles

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	Gazebo
MATERIALS INFORMATION E.G. HAZARD INFORMATION AND STORAGE/TRANSPORT REQUIREMENTS	Equipment can be stored in the activity tent and brought out on the morning of the activities. Staff will work together to transport equipment as required.

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<p>ACTIVITY SEQUENCE, INCLUDING ASSOCIATED RISKS AND REQUIRED CONTROL MEASURES FOR EACH STAGE.</p>	<p><u>Staff duties</u></p> <ul style="list-style-type: none"> • Staff meet at Sports Base each morning • Staff will be briefed on what sports they will be doing that day • It is then their responsibility to set up for that sport. • Should they have a problem with set up, other team members will assist. <p><u>Staff to collect participants from subcamps</u></p> <ul style="list-style-type: none"> • Participants to be subjected to a roll call on arrival for verification in case of emergency after activity starts • Participants should receive a safety briefing on arrival. • Participants to participate in warm up (Zumba dance) • Participants will be sent to their zone and the rules of each game will be explained there. • Participants will rotate round zones to allow opportunity to participate in different sports • Participants to participate in warm down (yoga activity) • Activity equipment to be cleaned and stored away. • Participants return to subcamp on completion
<p>SAFETY CHECKS REQUIRED AT SPECIFIC STAGES</p>	<p>As required. Weather specific COVID-19</p>
<p>FINAL CLEARANCE THAT ACTIVITY IS COMPLETED TO SPECIFICATION</p>	<p>Everyone has had a good time and enjoyed trying out new sports and games.</p>
<p>ARRANGEMENTS FOR CHANGING / DEVIATING FROM METHOD STATEMENT</p>	<p>Should be decided by leader in charge in agreement with other staff and clarified with Activity Team Co-ordinator.</p>
<p>ANY OTHER ADDITIONAL INFORMATION THAT MAY BE RELEVANT</p>	
<p>CREATION DATE 12th June 2022</p>	<p>REVISION No. & DATES</p>
<p>Person in charge in the absence of Team Leader:</p>	<p>Arran Hain/Robyn Lovelock</p>
<p>Team Leader</p>	<p>Kenneth Davidson</p>

For Staff Members - I have read and understood this method statement (print, sign & date):

Risk assessment

Name of activity , event , and location	Sports Zone – Team Sports Blair Atholl Jamborette Target Park – Various locations on the field	Date of risk assessment	14/05/2026	Name of person doing this risk assessment	Kenny Davidson
		Date of next review			

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?
<p>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>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.</p>	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 .
<p>For example: Hazard: fire Risk: smoke inhalation or burns</p>	Section Volunteers, visitors, Young Leaders, Scouts	<p>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.</p>	
<p>Hazard – Playing surface Risk – slips/trips/falls</p>	Participants and staff	<p>Determine how slippery the field is prior to the activity and find alternative if necessary. Ensure the field is clear of any foreign objects that participants/staff could trip/fall over. Make sure that all participants and staff have correct footwear (trainers with grip) and all laces are tied. Ensure all staff are aware of the risks and that they can stop the activity if they deem it necessary or unsafe to continue</p>	Regular checks throughout the day, especially before and during the activity
<p>Hazard – Playing equipment Risk – injury occurring through faulty or misuse of equipment</p>	Participants	<p>Ensure all equipment are safe to use – nothing is broken, balls inflated to the correct pressure, there are grips on bats, nets and goals are secure and at no risk of falling if being leaned on/wind/balls hitting them.</p>	Regular checks throughout the activity – checked before activities start, throughout the activity, and after the activity is finished. Team leader to be made aware of any faulty equipment immediately
<p>Hazard – misuse of playing equipment Risk – injury or danger caused by equipment not being used properly</p>	Participants	<p>Brief all participants on the correct way to use the equipment for each sport. Make sure they understand the rules of the game and that they should not be running with equipment, like bats which are to be placed on the ground prior to running. Make sure staff are aware of potential dangers and have means to stop the game to mitigate or eradicate these issues.</p>	Regular checks throughout the day – before, during, and after the activity
<p>Hazard – passing of bacteria Risk – someone becoming ill through bacteria passed on playing equipment</p>	Participants and staff	<p>Ensure nobody who is unwell touches playing equipment. Have anti-bacterial wipes and hand gel on site to clean hands and equipment after use.</p>	Regular checks throughout the day – brief all participants before they start the games to make sure they are not ill or have no symptoms – make sure staff follow the same protocol

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

UKHQ template published November 2024

Risk assessment

Hazard – Heat/dehydration Risk – participants or staff becoming unwell due to excessive heat or being dehydrated	Staff and participants	Ensure that all participants and staff have water bottles that they have near them at all times – ensure they all know where to go to fill up their water bottles, and have spares for anyone who doesn't have one. If the weather is too hot to continue activities, or if someone is struggling with the heat, shaded shelter under the large tree where Team Sports will be based.	Continuing to monitor the weather and checking with participants that they are okay to continue with the activities. Identifying people who are exhibiting symptoms of hyperthermia and intervening immediately. Continued reminders by all staff to take drinks from their water bottles and to fill them up if needed. Follow any alternative guidance from the staff medical team and advice they have regarding heat/hot weather
Hazard – Cold/adverse weather Risk – potential illness from wet weather, slips due to wet ground	Staff and participants	Ensure all staff and participants are wearing appropriate clothing – shoes with grip, long trousers, jumpers, rain jackets etc so that they are protected from the weather and mitigate the chances of falling ill due to the weather or falling/slipping from wetness of the ground	Continuing to monitor the weather throughout the day, make sure all participants are wearing correct clothing and asking them to change into appropriate clothing if not, ensure all staff are aware they can stop the activity if they feel necessary.
Hazard – Inappropriate clothing for activity Risk – Injury or discomfort	Participants	Ensure all staff check clothing and attire of participants when picking them up from subcamp and that what they are wearing is appropriate for playing sports. Trainers and not boots/wellies/sandals/sliders/crocs. They are wearing weather appropriate clothing – light summer wear for hot days (such as shorts and t-shirts) and cold weather wear for colder days (longs and jumpers)	Checking all participants prior to leaving subcamp and getting them to change clothes if necessary.
Hazard – Accidents/injuries during activity Risk – participants or staff becoming injured or hurt during activities due to accidents happening	Participants	Staff to monitor activities closely, especially games where contact or physical challenges may occur – such as football. Staff to regulate safe reminders, so that anyone who is playing dangerously is to alter their behaviour or be taken out of the activity. Staff to ensure everyone knows the rules of the game and to monitor closely games that participants may not be used to playing (such as volleyball) and staff to intervene if necessary to ensure that everyone is safe	Staff to monitor games as they are being played and to stop activities if they feel there is particular danger. All staff to have whistles so participants know when to stop the activity
Hazard – vehicles driving across the field Risk – participants/staff being in danger due to vehicles driving close to or across the activity areas	Participants and staff	Staff to remain aware that vehicles can drive near or across activity areas and to remain vigilant for when this can happen. Staff to stop the games if this occurs and make participants aware too, so they stop the activity and stop moving until the vehicle is passed and it is safe to resume the game which will be identified by the staff team	Staff to monitor surrounding areas of the activity and to liaise with other staff if the game/activity needs to stop to let vehicles pass. Regular checks to be completed during activities.
Hazard – Injuries Risk – Staff or participants to injure themselves during games, specifically muscular injuries, that can occur by completing active sports/activities	Participants	Staff to lead a warm up and cool down before and after activities to ensure that all participants are warmed up ready for playing sports and have cooled down after the activities have finished. This is to help lower any muscle soreness and lessen the chance of injury – it also helps control blood flow, prepare and ease the heart/heart rate for and after exercise, and allows blood pressure to be at levels for and after exercise.	Staff to lead warm up and cool down and check during each that all participants are completing both warm-ups and cool-downs. Staff to explain the importance of warm ups and cool downs to participants so they understand why we are doing this.

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.

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