

Blair Atholl Risk Assessment 2024

Name of activity, event, and location	QM Deliveries (from Contractor vehicles)	Date of risk assessment	June 2024	Name of person doing this risk assessment	Ken Campbell
		Date of next review	June 2026		

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.
Contractor Delivery Vehicle operation	All	Lead will be taken from the Delivery Driver (external Contractor) – in general, no operation of Contractor Delivery vehicles (doors / tail lift) by QM Staff. Delivery Driver will unload to grade where QM Staff take over movement to QM storage facilities.	
Tail-Lift operations	All	Delivery Vehicles Tail Lift operation presents numerous hazards, including but not limited to, working at height, falls, slips, trips, crushing injuries. All QM will be made aware of the hazards while operating around Delivery Vehicle Tail Lifts. Particular note will be made of feet trapped below tail lift and inertia of heavy unstable load coming off tail lift to grade. QM Staff to stand clear while Contractor carries out operation to deliver pallets to grade – DO NOT ATTEMPT TO STEADY A LOAD by hand whilst offloading. Should a loaded pallet look to be become unstable, let it fall to grade and make safe before interjection.	
Unloading from Contractor Delivery Vehicles by QM operated telehandler	All	See separate specific Risk Assessment for Telehandler operations	
Unloading from Contractor Delivery Vehicles on the Gravel access road	H/L	QM Staff to wear Hi-Vis vests when unloading/loading from the Gravel access road. Traffic Management to be employed during busy periods or prolonged activity.	

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

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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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