

## Blair Atholl Risk Assessment 2024

Name of activity, event, and location	QM Operations - Generic	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?
<b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	<b>Controls</b> 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 <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.
Slips	All	Running not permitted within the Quartermaster Store and extended operating area  Marquee flooring can be slippery when wet – spills from sink area / rain water / food prep / loading and unloading operations to be immediately wiped with blue roll OR isolated if not able to be immediately cleared	
Trips	All	The QM areas all utilise off-deck 'palletted' storage – Staff to be aware of increased trip hazard potential.  QM marquee fully floored – marquee floor sections are interlinked by design (wooden), however, may present uneven surface due to ground conditions - Staff to be aware the 'floor' surface is not always true and constant and can rise and fall periodically with changing underfloor conditions and load impact.  Delivery Offloading area/roadway – road mats utilised to offer solid surface for running delivery cages directly into QM marquee – Staff to be aware of step up/down from grade and uneven surface between sections, particularly when under heavy load.  Temporary stacking of delivered goods may present in previously defined walkways / access areas – Staff are cautioned that the QM Store, Chilled and Frozen facilities are working operations and may differ in layout over the duration of the Camp.	
Falls	All	Staff to be aware of 'at height' hazards. Minimise Staff numbers working at height at any one time – at height not normally envisaged within the main QM Ambient Storage operations. Access to/from Chilled and Frozen Storage facilities and/or Delivery Vehicles covered separately.	

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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		Wet-Pits – wet pits to service the boiler/sink area, and/or operating primarily as a regular wet-pit for wastewater, and additionally offers simple water table monitoring facility for any potential localised flooding during inclement weather. Areas to be barrier-taped to highlight drop and prevent falls.	
Manual Handling	All	Manual Handling awareness training will be made available to all QM Staff at the beginning of the camp. Catering size outers can present heavy and awkward loads, full delivery cages even on castors are heavy and awkward, particularly as surface is not always true and even. All Staff will be trained to access loads and determine their own personal ability to lift or otherwise – no peer pressure, nor expectation will exist within the team where manual handling is engaged. If in doubt – don't or ask for assistance.	
On-Site Delivery Vehicles (all-terrain)	All	Training provided to approved QM Drivers prior to operation. Site speed limits to be observed. Avoid driving in areas where Participants and/or other Staff are present – heightened level of care required where this practice is unavoidable. Eye protection to be worn at all times where windscreen not fitted on vehicle. Do not overload / all loads to be secure – the driver is responsible for securing the load	
On-Site Delivery Vehicle (all-terrain) with Trailers	All	Training provided to approved QM Drivers prior to operating with trailers – hitching/unhitching, safe loading and reversing. Route planning to avoid reversing to be adopted if practicable.	
Pallet truck	All	Training provided to all QM Staff during QM induction, including proper loading / lifting / braking / lowering / highlighting hazard awareness of crushing potential for feet	
Food storage - chilled/frozen/date controlled/stock rotation	All	All delivered food properly stored as required by type; ambient, chilled, frozen. Care to be taken to ensure 'Use by' and/or 'Best Before' dates observed. Stock rotation to be observed for regular foods, use first on breads/fruit/veg etc. Temperature controlled foods removed from temp controlled storage and delivered to point of use in controlled manner via QM delivery schedule/tracker.	
Food handling / preparation – risk of spreading infection	All	Observe proper hand washing protocol and/or where possible or use food grade gloves. Anyone showing symptoms of illness should not be around food preparation. Keep food prep areas clean and regularly antibac and wipe surfaces. Wash prep utensils and equipment in hot soapy water, clean water rinse and dry.	
Tiredness	All	QM team work long hard hours over the duration of the camp, effects of workload and lack of proper rest can heighten any and all potential risks/hazards detailed above. Personal awareness of fitness to work imperative coupled with team to 'look out' for each other.	

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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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