

Risk assessment

Name of activity, event, and location	MerseyMoot 2024	Date of risk assessment	18/08/2024	Name of person doing this risk assessment	Alex Carroll
	Tawd Vale Activity Centre, Lowry Hill Lane Lathom, Lancashire, L40 5UL	Date of next review	15/10/2024 – Committee review Meeting		

This document is to identify the associated hazards with delivering the MerseyMoot. The hazards identified will affect all attending, the actions advised in this document should be read and understood by those attending but are not a substitute or replacement for the diligence and requirements for a dynamic risk assessment of those responsible for the care of others or need for those to be responsible for their own safety. Actions identified have been taken to reduce the impact of these risks but may not result in the complete reduction of risk of the hazard happening in all cases. This document does not reduce the need for leaders to produce their own risk assessment for delivering their residential experience to those in their care. All responsible adults should complete their own risk assessment for attending the event and seek the appropriate approval via their organisational process. In all cases Attendees should follow their organisations rules and guidance at all times, volunteers should be aware of their role and responsibilities during residential experiences and large scale events and act accordingly and in line with organisational expectations at all times.

This document should be viewed alongside the other documents published alongside it, which are available on the Mersey Moot website. Leaders are responsible for the young people in their care at all times and should take steps to ensure that attendees safety and behaviour is appropriate throughout the duration of the event. Activities delivered by an external provider have been risk assessed and these are also available on the MerseyMoot website. Any activities delivered by organisational volunteers are delivered according to organisational guidance and these risk assessments can also be found on the MerseyMoot website. Leaders should also ensure they are able to be contacted on the details provided throughout the event should the staff team need to contact them for any reason. Leaders must also ensure at least one leader attends the leaders meeting and understands all the information provided, it is also encouraged leaders are in the event WhatsApp group so updates can be provided at short notice.

What could go wrong? What hazard have you identified? What are the risks from it?	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?
General Hazards		
Access, Moving around site and Departure	Traffic is controlled by site staff during arrival and departure of the event. A speed limit is enforced and vehicles must display hazard lights when moving round the site. A pedestrian entrance is available from the main carpark. Traffic rules in place for the entirety of the event, vehicle movement during the event is low due to parking limitations however those moving around should be considerate of pedestrians and attendees should be vigilant of moving vehicles. The event will try to reduce the number of vehicles moving around by encouraging lift sharing and minibuses were possible. Event and Tawd staff will be on duty at the entrance to the site from the car park to direct participants to their exact site to reduce the amount of wandering about when there are vehicles moving around	
Accident or Non consequential Injury	Scout & Guide Organisation rules must ensure all groups attending have a First Aider with each group. In addition MFAST have been engaged to provide additional First aid cover for the entire event which is available at all times and located in the main carpark with additional satellite points around the site.	
Major Injury/Incident/Death	Scout & Guide Organisation rules must be followed for any major events as appropriate. MFAST to coordinate the response on behalf of the event, event team to support as appropriate and enable cooperation between MFAST, volunteers and emergency services as required. All participants required to provide an event health form in advance which is checked and confirmed on registration at the event reception. These are shared with MFAST for the duration of the event and collected back in by event staff at the end of the event to be destroyed appropriately unless required following an incident, .	

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	<i>MFAST will not hold data about participants after the event</i>	
Mental Health or Well Being	All volunteers should be aware of the needs of the young people in their care and be appropriately prepared to deal with these needs. MFAST to support as appropriate.	
Pre existing medical conditions / needs	All volunteers should be aware of the needs of the young people in their care and be appropriately prepared to deal with these needs. Leaders should contact the event team in advance should additional support be required. Support will be made available on a case by case basis to best support attendees. Café and Shops will ensure original packaging is available for inspection by attendees for any available purchasable items to reduce incidents. Allergy free spaces will not be available from site/event facilities and as such attendees should be vigilant to items they purchase and relevant precautions and ensure personal medication is available as required. MFAST to support as appropriate.	
Behaviour related / Substance use	Group leaders are responsible for the behaviour of the young people in their care and appropriate briefings and expectations should be established in advance. Any remote supervision should be done so with the appropriate additional understanding and expectations in place. Organisational rules should be adhered to regarding all behaviour management. This extends to the use/consumption of alcohol, drugs and other substances. Event behaviour expectation are shared with leaders in advance and confirmed at the leaders meeting on Friday evening. This applies to everyone on site including suppliers, staff and Committee members	
Missing/ Lost Participant	Event Reception is staffed during all hours of activity delivery and maps are provided to all groups in their arrival pack. Event staff can be identified via their unique event neckerchief and are available to help throughout the event at all times as they will be staying on site. Leaders are responsible for communicating the curfew hours to attendees and are responsible for the young people in their care at all times. Expectations should be made clear in advance of any remote supervision. Event staff will be available to support leaders throughout the event at all times should additional support be required.	
Fire	Open fires should be in line with Tawd Vale guidance and in an appropriate off ground vessel. Any fire bans should be adhered to if in place, this will be communicated via the event comms channels and clarified at the leaders briefing on Friday evening.	
Weather	Leaders should prepare attendees for the forecast conditions in advance of attending the event. They should also be prepared to deal with associated conditions symptomatic of extreme weather e.g. Hypothermia, Heat Stroke, Dehydration. MFAST available to support as necessary. Weather conditions will be monitored by the event team in the build up to the event and any concerns discussed with the team before the event start. Any relevant information or consequential decision making will be communicated to leaders via appropriate channels.	
Situation occurring affecting the event delivery - Cancellation	Event delivery team to consult on the arising issue and discuss, appropriate alternative options should be considered to ensure delivery of the event is possible in some capacity if appropriate. Attendees' safety should be paramount in decision making and decisions will be made by the event leadership (Chairperson/s) in consultation with the four County Commissioners and Tawd Vale staff. Should evacuation be required, event staff to support Tawd Vale staff in process. List of attendees should be available to confirm successful evacuation.	

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Personal Information/Data	All digital information is held in line with GDPR guidance and stored and/or destroyed in line with Scout Association and Girlguiding guidance. All physical copies are stored with appropriate and relevant persons subject to the information being stored. This is destroyed after the event unless required for further use e.g. incident/accident affecting the health of a participant.	
Venue Hazards		
General condition	Event team to conduct a walk round before the event to discuss with Tawd Vale any concerns and receive any updates/changes about the site that need to be communicated to attendees in advance. Comms as required	
Hygiene	Site staff responsible for the care and delivery of building and outside spaces before and during the event. Leaders to communicate issue to the event team and/or Tawd Vale staff so action can be taken. Additional facilities brought in to ensure suitable facilities will be available across the site.	
Security	Site is not open to the public at any time. Site and event staff available and onsite 24/7 at designated locations (communicated at Friday leaders meeting) Leaders are responsible for the safety of their young people at all times. Attendee wristbands are supplied to all youth and adult attendees so permission to be on site can be easily ascertained.	
Tawd Vale unable to accommodate the event	Event Leadership to discuss the remaining options with relevant Merseyside and Tawd Vale leadership to explore the remaining options for delivery dependant on the remaining time scale. Leaders to be updated via all comms channels as appropriate.	
Emergency Evacuation	Event staff to support Tawd Vale staff in the planned response. Muster points identified in advance and communicated to leaders on the Friday leaders meeting. Roads should not be blocked to ensure emergency access is maintained Additional exits from site identified in addition to the main entrance. Contact to all unit leaders will be supplied through appropriate channels. Event and Tawd staff in contact via radio	
Safeguarding hazards		
Safeguarding; Young Person	All under 18s will be identifiable by their attendee wristband.. Scout & Guide Organisation guidelines will ensure all young people are attending with appropriately trained familiar adults who are able to respond appropriately to any concerns or disclosures. Support is also available from Event or Tawd staff should a young person needs support from an unknown person they will be identifiable by the Event Neckers for the event team and Tawd Vale uniform for Tawd staff. In addition <i>Any concerns should be highlighted to the event team via contacting a member of the event team or via the event office to ensure a coordinated response can be arranged following advice from central safeguarding teams. Senior members of Merseyside Scouts and Girlguiding available on site or via phone to support with actions and decision making if required.</i> <i>Girlguiding; It is advised Girlguiding member with ASS Level 4 is available to support decision making, Ideally this person will be on site but can be remote. To be identified in advance and contact details available to Event Leadership</i>	

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Safeguarding; Adult	<p>Scout & Guide Organisation guidelines should be followed regarding volunteers attending the event and approval granted for attendance through the organisation's approval process.</p> <p>Visitors/Providers will need to access the site via the event reception and sign in before being escorted if access is required (member of the event team or delegated volunteer)</p> <p>Activity providers (external) must announce their arrival on site to a team member or via the event reception, A member of the programme team will then supervise the activity provider to the delivery location and acknowledge their arrival and departure from site.</p> <p>All adult volunteers should feel comfortable challenging any other adult they feel may be suspicious and report this to the events team as required.</p> <p>All registered adults will have an 18+ wristband</p>	
Photos	<p>Leaders are responsible for reminding young members to be responsible and say if they don't want their photos to be taken.</p> <p>Activity delivery staff will be reminded that they should not take photos for any reason without advance permission from the event team.</p>	

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.