

LEAD Event for Scout Leaders LGF 15-16 November 2025
Event Risk Assessment

Prepared by: Jane Lambert – 27 October 2025

Activity No.	Significant Hazard	Groups of People who are at Risk	Existing control	Risk Level after action
1	FIRE	Staff and visitors	<ol style="list-style-type: none"> 1. Event team briefed on location and use of fire fighting equipment 2. Planned led emergency service notification and evacuation procedure 3. Good housekeeping ensuring that flammable materials are kept to a minimum 4. All temporary electrical equipment to be installed in line with the current IEE Regulations 5. All refuse to be collected regularly to prevent build up of flammable materials 6. A no-smoking policy to be enforced on site 	M
2	SLIPS, TRIPS and FALLS	Staff and visitors	<ol style="list-style-type: none"> 1. All cables to be kept clear of walking routes 2. All work at height to be carried out using appropriate correctly set up and used access equipment. 3. Any spilt liquid will be cordoned then cleared 4. Routine review of area to ensure no trip hazards have been introduced. 	L
3	ELECTRICAL SHOCK	Staff and visitors	<ol style="list-style-type: none"> 1. All electrical installation carried out in accordance with current IEE Regulation. 2. All portable electrical appliances used to be tested 3. Electrical supply to be protected by an RCD at local distribution point. 	L
4	MANUAL HANDLING	Staff	<ol style="list-style-type: none"> 1. Ensure access route for equipment are free from obstruction and trip hazards 2. Ensure staff use correct manual handling techniques 	L
5	EXTREME WEATHER	Staff and Visitors	<ol style="list-style-type: none"> 1. Check weather forecast and act accordingly 2. Monitor weather during event 	L
8	BURNS AND SCALDS	Staff and visitors	<ol style="list-style-type: none"> 1. Ensure that any hot surfaces are out of the reach of visitors 2. Ensure that the movement of hot liquids is kept to a minimum 	M

9	ACTIVITIES	Staff and visitors	1. Authorised persons only to lead activities within Scout Association policy, organisation and rules (POR) & LGF procedures	L
10	VEHICLE MOVEMENTS	Staff and visitors	<ol style="list-style-type: none"> 1. Use parking stewards in hi viz to direct cars 2. Use footpath from overflow car park 3. Prohibit movement (except fire truck) while event open 4. Use stewards to supervise fire truck on and off site 	M
11	GENERAL	Staff and visitors	<ol style="list-style-type: none"> 1. Require R/A for stalls other than info / craft 2. Ensure key safety information is provided to all stallholders in set up information. 3. Maintain good housekeeping and safe methods by all event staff through the event to eliminate risk of accident. 4. Ensure that there are trained first aiders present throughout the event including the build up process, that are accessible and correctly equipped 5. Use LGF accident reporting procedures 	L