| **Step 1** | **Step 2** | **Step 3** | **Step 4** |
| --- | --- | --- | --- |
| **Hazard** | **Who might be harmed?** | **Is the risk adequately controlled, or is more needed?** | **Review and revision** |
| Need to notify Andy Prior of an off-site activity | All | Yes. Andy has been informed.  Attending groups should also notify Andy. | Andy informed by Carl Steckerl  Individual groups should confirm as well |
| Enough adult supervision? | All | All attending groups must provide enough adults to cover the correct ratio of young people attending i.e. 1 adult for every 8 cubs + leader in charge. | Groups attending responsible for this.  Each group should review at the beginning of the evening please |
| A large number of Cubs attending, is the venue prepared and suitably equipped? | All | Ten Pin have been informed of numbers attending.  This is a popular venue for children of this age group, Ten Pin have their own risk assessment in place for holding such events. | Ten Pin aware of the numbers we usually have.  Copy of Ten Pin risk assessment on file. |
| A large number of Cubs attending a single event – confusion / cubs becoming separated from their group | All | Cubs attending will be wearing their uniforms that have easily identifiable neckers.  Groups will have their lanes pre assigned so they know where they should be at the venue. | Groups responsible for ensuring uniform worn  Communicate details of lanes to attending groups before the event. |
| Parents unaware of the off site activity and location and start and finish times | All | Parents reminder communicated before the visit by each group  We will make use of the inside of the building as the drop off and collection point to avoid cubs going to the car park unaccompanied. | Cross check all permission slips on file ahead of visit |
| Ten pin bowling has its own safety requirements | All | Yes, ensure cubs wear trainers or the shoes provided and do not go beyond the safety lines as per the bowling lanes | Leaders and adults responsible for ensuring the event safety requirements are followed |
| Unforeseen hazard or dangerous situation. | All | Continuous on-going risk assessment. Should any hazard be identified then this should be brought to the attending of the Group Leader who should inform a member of Ten Pin and the event organiser Carl Steckerl | On-going throughout the event |

Ten Pin Event 15th January 2018

Leader H&S briefing which will cover the guidance notes from Ten Pin and where the fire exit and assembly points are:

1. You may have already guessed it but bowling balls are heavy. Make sure you grip them firmly and do not mess about with a ball in your hands.
2. Watch out for balls returning to the racks; keep your fingers away from the ball return flap.
3. Never put your hand in the ball return opening.
4. When bowling never go beyond the foul line at the beginning of the lane. The lanes are covered in oil and are very slippery.
5. If a ball gets stuck call for a member of staff to assist.
6. If you spill any food or drink please tell a member of staff immediately, it can make the floor very slippery.
7. Should an accident occur there is always help at hand and first aid is available on site.

IF THE FIRE ALARM SOUNDS OR THERE IS A NEED TO EVACUATE THE BUILDING PLEASE DO SO VIA THE NEAREST AND SAFE FIRE EXIT AND ASSEMBLE IN THE CAR PARK BETWEEN THE TEN PIN BUILDING AND THE HOTEL OPPOSITE.

Completed by: Carl Steckerl

Position: CSL

Dated: 5th August 2017