

ACTIVITY RISK ASSESSMENT RECORD SHEET													
ACTIVITY		<b>SIGHT HONOUR</b>								Issued to:-	Date		
Date Created		Sunday 21st June, 2020								SEC	21/06/20		
										Name			
										Completed by	Padmore Baffour-Awuah & Florie Belle Yang		
										Reviewed by	Vernon Noel		
STEP 1			STEP 2			STEP 3		STEP 4			STEP 5		
Ref	What Actions Are Being Carried Out?	Hazard	Who Is Affected	Possible Consequences For Those Affected	Initial Risk Assessment			If High or Medium, what will be done to eliminate, reduce or manage the risk	Revised Risk Assessment			Remaining Risk	How and when any Remaining Risks should be communicated to those affectedN9:P11
					S	L	R		S	L	R		
1	Blindfolding	Blindfolded PF may trip on an object	All	Potential serious injury	4	1	4	Parent or Counsellor to ensure that there are no tripping hazards in the area the activity is taking place. Parents and Counsellors to say the word STOP when PFs are going close to any danger. PFs must promptly adhere to the safety commands they hear.	4	1	4	Pathfinders may fall on other people causing them to fall as well.	Safety precautions should be etched into the game and PFs, Parents and Counsellors to be made aware of these well in advance. All must be aware of the prompt words (e.g stop; take two steps to your right to avoid a potential hazard etc) that will ensure safety. PFs must be supervised at all times.
2	Blindfolding	Blindfolded PFs may bang their head against wall and other objects	All	Potential serious injury	4	2	4	A wide area should be selected for the activity so PFs are not close to walls or other objects they may bang their heads against. Where this is not possible, PFs must be given prompt safety words that they will need to adhere to without hesitation when those words are pronounced by counsellors/parents.	4	2	4	PFs banging into each other where more than one person is blindfolded. Avoid this by blindfolding one person at a time.	Safety prompt words must be developed well in advance and well explained to PFs so they know exactly what to do to stay out of risk. Again PFs must be carefully supervised at all times.
3	Blindfolding	Blindfolding may be too tight	All	Potential serious injury	4	2	4	PFs must be blindfolded by parents or counsellors.	4	2	4	Low probability for this to occur as blindfolding is done by counsellors/parents	Advance warning to PFs that blindfolding must be done by counsellors/parents and not by themselves.
4	Blindfolded	Allergic reaction to blindfold material	All	Allergic reaction, Hay fever	4	2	2	Blindfold material must be clean. Parent or counsellor to have allergic medicine near by. Avoid any known allergens.	3	2	4	unknown circumstances	Blindfold material should be decided on by Counsellors and guardians and must be checked well in advance for any known allergies. Guide lines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps, especially where any particular medicine, epi pens etc are needed.
5	Blindfolded	Inadequate supervision of PFs	All	Potential serious injury	4	2	4	Parent or counsellor have to supervise all the time. Maintain a good PFs/Adult ratio so no one left on their own.	4	2	4	Other children requiring attention	Guide lines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps

6	Computer work	Straining of eyes if PFs are on the computer for longer than expected	All	Trivial injury	1	2	2	Breaks needed from the computer. Embark on the 20-20-20 rule for eye relaxation	1	2	2	Break time activities may cause other injuries	Advance warning to counsellors, club leadres and parents so they are awraeof what activities would be performed during the break.
7	Making an origami eye	Paper cuts	All	Trivial injury	1	2	1	Remind PFs of how to handle paper	1	2	1	Other children around the working area	Warning given to club leaders, counsellors, parents and necessary arrangements made for kids who need attentionAdvanced warning
8	Making an origami eye	Cuts from knife, scissors	All	Potential serious injury	4	2	4	Extensive supervision needed at all times. Basic healtha and safety rules to be discussed before the activity starts.	4	2	4	Other children around the working area	Advanced warning given to club leaders, counsellors, parents and necessary arrangements made for kids who need attention
9	Making an origami eye	Allergies to paint, glue etc	Those with the allergies mentione d	Potential serious injury	4	2	4	All with allergies identified and adequate preparation and medication arranged.	4	2	4	Risk of those who have not filled in their medical needs on the forms	Advanced warning given before the activity
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ACTIVITY RISK ASSESSMENT RECORD SHEET								Issued to:-	Date				
ACTIVITY		Smell honour 2020						SEC	06/06/20				
Date Created		14 June 2020						Completed by	Trevor Harewood & Jimmy Musonda				
								Reviewed by	Vernon Noel				
STEP 1			STEP 2				STEP 3	STEP 4			STEP 5		
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					S	L	R		S	L	R		
1	Blindfolded	The blindfold can be too tight	All	Potential serious injury	4	1	4	The items will be prepared by parent or counsellor. Parent or counsellor ensure area is clear of any trip hazard around them	4	1	4	Other pathfinders trying to help but not being aware of the hazards around them	Guide lines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps
2	Identification 15 and more items correctly	Allergic reaction, Hay fever	All	Allergic reaction, Hay fever	4	2	4	Parent or counsellor to have allergic medicine near by. Avoid any known allergens	4	2	4	New allergies	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary
3	Identification 15 and more items correctly	Allergic reaction, Hay fever	All	Potential serious injury or death	4	2	4	No hazard materials to be used for identification or be near	4	2	4	Less chance to happen as materials stored	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary
4	Blindfolded	Allergic reaction to blindfold material	All	Allergic reaction, Hay fever	4	2	2	Parent or counsellor to have allergic medicine near by. Avoid any known allergens	3	2	4	Unknown circumstances	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary
5	Blindfolded	Poorly supervised pathfinders	All	Potential serious injury	4	2	4	Parent or counsellor have to supervise all the time	4	2	4	Other children requiring attention	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps
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ACTIVITY RISK ASSESSMENT RECORD SHEET													
ACTIVITY		AY Honour TASTE - SEC Virtual Pathfinder & Adventurer Camporee 2020			Issued to:-			Date					
Date Created		Tuesday 30th June, 2020			SEC			01.7.2020					
					Completed by			Name					
					IA Adam Greave								
					Reviewed by			Vernon Noel					
STEP 1			STEP 2				STEP 3			STEP 4			STEP 5
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1	Computer Usage	Excessive Screen Staring if Pathfinder or Adventurer is using the device for long periods.	All	Trivial Consequence	1	2	2	Periodic breaks are necessary from the device. Apply the 20-20-20 exercise for relaxation of ocular muscles	1	2	2	Break time may incur other injuries	Advanced warning to Club Leaders and Staff (Counselors & Instructors) as well as Parents as to what activities if any are to occur during the break
2	Blindfolding	Implement used to blindfold may be too tight	All	Potential Minor Injury	3	3	2	Pathfinders/Adventurers MUST be blindfolded by responsible adult. In this case: Counselor, Instructor or Parent	1	1	1	Low probability of injury occurring once done correctly	Advanced warning to Club Leaders and Staff (Counselors & Instructors) as well as Parents that they MUST administer the blindfold or ensure it is secure but not dangerous
3	Blindfolding	Allergic Reaction to Blindfold material	All	Skin reactions, Nasal reactions, etc.	4	2	2	Blindfold MUST be clean and material fit for use on the face. In addition the parent or staff member should also ensure medicine is nearby and be versed in First Aid.	1	1	1	Difficult to pre-adjudicate	Material fit for blindfolding MUST be decided upon by the responsible adult (parent or Staff member). Guidelines for such should be verified with Club Leaders for further guidance as is necessary. Medicines (eg. EpiPens) in case of reaction must also be on hand as well as knowledge of the Pathfinder/Adventurer medical record.
4	Food Tasting	Potential Serious: Allergic reaction	All	Skin reactions, Nasal reactions, Indigestion, possible harm to organs, etc.	4	4	4	Advanced knowledge of allergies to certain food types (eg. nuts) for the parent or Staff member.	1	1	1	Dependent on reaction	On hand knowledge of medicines needed for Pathfinder/Adventurer in addition to medical records as well as medicines on hand for First Aid application
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ACTIVITY RISK ASSESSMENT RECORD SHEET						Issued to:-			Date				
ACTIVITY		TOUCH HONOR 2020				SEC							
						Completed by			Tonia, Alzbeta, Tyrone				
Date Created		16th June 2020				Reviewed by			Vernon Noel				
STEP 1			STEP 2			STEP 3			STEP 4			STEP 5	
Ref	What Actions Are Being Carried Out?	Hazard	Who Is Affected	Possible Consequences For Those Affected	Initial Risk Assessment			If High or Medium, what will be done to eliminate, reduce or manage the risk	Revised Risk Assessment			Remaining Risk	How and when any Remaining Risks should be communicated to those affected
					S	L	R		S	L	R		
1	Blindfold	The blindfold can be too tight	All	Potential Injury - Bruising to the skin	4	1	4	The items will be prepared by parent or counsellor. Parent or counsellor to ensure the area is clear of any trip hazards.	4	1	4	Other pathfinders trying to help but not being aware of the hazards around them	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps
2	Rubbing foot on Carpet	Carpet burn	All	Can cause bruising to the skin	1	4	4	Instructor to remind pathfinders to put shoes on and to warn of the potential danger if shoes are not worn	1	1	1	Children not following instructions and rubbing feet on carpet without shoes	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can make the necessary steps
3	Balloon pulling tin	Cut from Tin	All	Could cut finger	4	1	4	Instructor to remind pathfinders to manage/hold the tin from the bottom and keep fingers away from the opening	4	1	4	Children not following instructions and still putting finger in can still get injured.	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can take the necessary steps
4	Balloon pulling tin	Allergic reaction to Latex	All	Potential Injury - serious Harm or death	4	2	8	Information pack to be sent out to Instructors requesting that all pathfinders who are allergic to latex only look at this activity done from a safe distance.	4	1	4	Children/Parent unaware of latex allergy	Guidelines to be passed on to the Club leaders in advance so that parents or counsellors can take the necessary steps