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| **Group/Unit** |  | **Location** |  |
| **Date of Completed** |  | **Date of Activity** |  |
| **Review date** |  | **Completed by** |  |

**Description of Activity**

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| **Leader-in-charge** |  | **No. of Adults needed:**  Always a *minimum of 2* adults present.  Recommended when away from meeting place:  Beavers: 1 adult : 6 beavers + 1 leader in charge  Cubs: 1 adult : 8 cubs + 1 leader in charge  Scouts: 1 adult : 12 scouts (except for patrol or NA passport events) | | | |  | |
| **Designated First Aider(s)** |  |
| **Activity/POR rules** | Notes: |
| **POR rules checked?** |
| See <https://scouts.org.uk/a-z> |
| **Permit Holder(s):**  (if required) |  | **Supervision & Headcount Plan:** | | | **Details:** Registers/sign in and out/headcounts at road crossings etc. | | |
| **Direct** | **Indirect** | **Remote** |
| **InTouch Procedures** | | | | | | | |
| 1. **Leader communication with parents** | | * Direct communication, via mobile phone. Either through calling or using group text on OSM. * Leaders should have access to OSM and paper records. Additional person in car, will act as central point if major incident. | | | | | |
| 1. **Parents communicating with leaders** | | * Directly, the welcome pack has telephone numbers of leaders. | | | | | |
| 1. **Young people communicating with parents** | | * No need. Phones are not allowed | | | | | |
| 1. **Between leaders and scout authority** | | * Leaders have GSLs mobile number. GSL can escalate incidents if needed. | | | | | |
| **Final Checks** | | | | | | | |
| Activity approval completed? See <https://edenscouts.org.uk/leaders/activity-notification-guidance/> | | | | | | |  |
| Informed all adults, parents and participants of activity plan and risk assessment?  See <https://members.scouts.org.uk/supportresources/3531/ACtivity-information-form?moduleID=10&cat=26,415> | | | | | | |  |

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| **Hazards** | **Who may be harmed and how?** | **Foreseeable Severity** | **Control Measures in Place** | **Residual Risk** |
| *Example:*  *Main road at drop off point* | *Young People*  *Adults*  Injury from traffic collision | *High* | *Make sure attendees park off the road and that the young people are kept away from the main road.* | *Medium* |
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**Review of Activity**

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| **Accidents/Issues** | **Changes for next time** | **Notes** |
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