

## Scout meetings – general

The main hazards encountered are injuries caused by rough play or careless use of games equipment; late arrivals not knowing what to do; scouts treating the toilets as a play area; playing with the light switches and door handles; winding each other up; playing on the stairs; disappearing outside.

Anyone could be harmed.

**Arrival.** At least two Leaders to arrive 15 minutes before start time. Leaders' mobile phones available. Scouts' mobile phones kept in drawer.

One Leader/YL to run a game in the hall\* for early arrivals.

In wet weather, wipe shoes carefully on doormat on arrival.

Cycles to be put in the store.

Make final arrangements for the evening; leaders' roles checked.

Check duty PL is ready, flag is ready, call fall-in. Scouts fall in in horseshoe as marked on the floor.

Flag break and announcements. The plan for the evening. Check the halyard is tucked away.

**During the meeting.** Monitor progress and behaviour, as detailed above. Deal with any incidents. If appropriate the stairs and first floor rooms can be placed out of bounds.

Check for hazards arising out of activities (unnecessary furniture left out, etc.)

Have in Touch details ready in case of need.

Problems with intruders are extremely unlikely. Do not lock the door or block the fire exits, but keep the front door closed as much as possible. If necessary, switch the chime on to alert us if anyone leaves or enters unexpectedly.

**End of meeting.** Call fall-in. Duty PL lowers flag. Duty Patrol clean the hall floor and downstairs kitchen. Tuck shop opened, supervised by two leaders. Look after anyone not able to get away (taxi/parent failed to arrive, problem with lost coat, etc.) Clear away any rubbish.

Close the building\*. Do not leave one Leader alone to lock up.

\*Separate risk assessment available