

	Title of risk assessment	PEDAL KARTING	Current risk rating	LOW
	Site / Location / address	Lees Wood Scout & Guide Activity Centre Fir Tree Hill, Chandler's Cross, Rickmansworth WD3 4LY	Date of assessment	22 Jan 2025

/People who have contributed to the detail of this risk assessment (continue on separate sheet if necessary): All those who may be affected including, where applicable, people supported have been consulted with during the completion of this document and arrangements.	Risk assessment reference number	LW_A_005_PK
	www.scouts.org.uk POR 9.1 Activities	

Name	Role / Position	Signature	Name	Role / Position	Signature	Short description of the task or activity
Bruce Scott	Assistant Warden (Risk)	<i>BDS</i>				Pedal Karting (Operation & Maintenance) This is a Self-Led Activity
Ian Leach	Lees Wood Activity Centre Deputy Warden	<i>IL</i>				
Graham Raven	Lees Wood Activity Centre Head Warden	<i>GR</i>				

These robust karts are suitable for ages 7 to adult and are equipped with forward and reverse gears and brakes. A series of exercises will teach the basic rules of the road and driving etiquette.

Riders can also practice a range of manoeuvres which will help develop coordination and spatial awareness. A great session for using up energy whilst learning the importance of encouraging others in your team.

Team relays and races are good opportunities for cheering one another on and providing a bit of friendly rivalry! Schools and youth groups love this activity. Maximum age 16 years old.

This activity is self-run by visiting group leaders. The information below is provided to assist groups' responsible leaders in the preparation of their own documented Risk Assessment.

As the Leader in charge you are responsible for the supervision of your group, including ensuring the safety of all participants. Our risk assessment cannot take in to account the competence of the supervision nor the ability, medical condition, or attitude of the participants.

This Risk Assessment does not cover activities (e.g. games, free time, camping, contingency plans), which will each require their own. You may also need to consider any specific individual needs.

It is expected that the factors below will be considered by the groups' responsible leader when completing their own documented Risk Assessment before and during use of the activity.

What other Hazards arising do you need to consider? Never be afraid to stop the activity if it is becoming unsafe!

Identify the hazards, who & what could be harmed and how				Assess the likelihood and risk				
Hazard	Who / What Could be harmed / damaged	Hazardous event	Reasonably foreseeable worse case injury	Existing controls: i.e. Safe systems of work, training, equipment instructions, support plans (be specific), other risk assessments i.e. COSHH, work at height, manual handling, etc.	Accidents, near-miss events, frequency of task/activity, gaps in existing controls, etc.	Likelihood (L) 1-5	Severity (S) 1-5	Risk Rating Score 1-25
1	General lifting and carrying pedal karts	Instructors / Campsite Crew	Incorrect lifting techniques Cuts / abrasions, muscular skeletal and other physical injuries. Damage to Equipment.	<ul style="list-style-type: none"> Manual handling minimised as far as possible, broken down into smaller loads / assistance sought, 2 Person lift. All made aware of correct lifting techniques to reduce risk of injury. Appropriate footwear worn. Participants work in pairs. Lift with knees bent, straight back. Use correct lifting technique. Good housekeeping and track layout. Floor surfaces unobstructed and slip free. Do not overstretch when using equipment. Targets weighted and secured to prevent toppling onto person retrieving equipment. 	None Recorded	3	3	9
2	Uneven Ground	Instructors / Campsite Crew / Participants	Slips, trips and falls on uneven surfaces Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Full inspection of activity area prior to use. Debris / grass cuttings stemming from weather / maintenance to be cleared as quickly as possible. Make sure activity area does not become untidy. Check activity area before starting. Suitable warning signs in place. Suitable footwear to be worn. Feet must be covered. Report any damage to range to enable inspection and repair. Safety line and throw line boards partially submerged in ground to remove trip hazard. No running allowed. There will always be a responsible adult member of the visiting group present to support the children/young people. This adult will be responsible for the behaviour of the group. This adult will ensure the 	None Recorded	3	2	6

					<p>instructor leading the session knows about any medical conditions or additional needs the group members may have.</p> <ul style="list-style-type: none"> Instructors should not start the session until this adult is present. Visiting groups should provide first aid cover as they are responsible for the young people, however, Lees Wood will provide additional first aid cover onsite when required. 				
3	Weather	Instructors / Campsite Crew / Participants	Extreme Weather (Heat, Cold, Wind, Lightening, Snow, torrential rain etc)	Sessions may have to be cancelled during periods of heavy rain and storms.	<ul style="list-style-type: none"> Instructor to be aware. Appropriate clothing to be worn by all involved. It may be appropriate to stop activities due to some extreme weather or if the group is not appropriate clothed for the environment. 	None Recorded	3	1	3
4	Unfamiliarity of the equipment	Participants	Improper use of equipment	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> The instructor leading the session must be familiar with the equipment they are using. Lees Wood instructors are trained in the use of the equipment on the session. Demonstration to show correct use if required. 	None Recorded	2	2	4
5	Defective Equipment Defective Equipment	Instructors / Campsite Crew / Participants	Damaged Rifles / Sights	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Condition of ALL equipment checked before & after use. Participants deemed competent to use. Equipment not left unattended. Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored. Report any damage of equipment to enable replacement. Suitable footwear to be worn. Periodical inspection with any damaged or suspect equipment retired and repaired or replaced. 	None Recorded	3	2	6
		Instructors / Campsite Crew / Participants	Entanglement	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Long hair must be tied back; jewellery should be removed or covered and loose clothing secured. Recommended that safety gloves are worn. 	None Recorded	2	1	2

6	Actions of group members	Instructors / Campsite Crew / Participants	Unauthorised entry into the activity area	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Activity area cordoned off when in use ensuring no possible entry whilst activity is being carried out. Waiting area is clearly marked. Group warned of any hazards. Visual checks of area by instructor throughout the session. 	None Recorded	3	1	3
			Improper use of equipment		<ul style="list-style-type: none"> Members not using the equipment appropriately will be asked to leave the Activity area. 	None Recorded	2	2	4
			Participant lack of knowledge	Risk of injury	<ul style="list-style-type: none"> Safety talk to be given by activity instructor before each session commences. 	None Recorded	1	2	2
7	Participants	Instructors / Campsite Crew / Participants	Collisions with other participants causing concussion, bruises or abrasions	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Leaders to ensure participants are spaced apart when activity takes place. Leaders to ensure there is good participant control during the session. 	None Recorded	3	2	6
8	Wildlife	Instructors / Campsite Crew / Participants	Animals straying onto range	Risk of injury to animals	<ul style="list-style-type: none"> No food permitted in the range. Range checked before/during use. Activity temporarily closed until wildlife has moved on. 	None Recorded	2	1	2
9	Pedal Kart	Instructors / Campsite Crew / Participants	Misuse of equipment leading to injuries e.g. running over feet, overturning.	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Leader to brief participants on the correct usage of the equipment. How to steer, stop, use the brakes, how to free wheel. The Leader must give a safety brief, to include: <ul style="list-style-type: none"> Not putting their feet down to stop the kart. Participants stopping in good time to prevent running into other karts. Leaders must space karts out before commencing Leaders should remain vigilant and step in as necessary to ensure good behaviour. 	None Recorded	3	2	6
			Collisions causing bruises, cuts & abrasion	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Any equipment not in use should be removed from the activity area. 	None Recorded	3	2	6
			Equipment Failure	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Any damage recorded, reported to the Crew Leader and not used until repaired. Karts should be checked before and after each use. 	None Recorded	3	1	3

Emergency Procedure

1. There must be a first aider and first aid kit present amongst the Activity Users, when this activity is in progress, and there must be a functioning mobile phone carried by Instructor/ Group leader.
2. If a serious injury occurs that requires help from the emergency services, the following procedure is to be followed:
 - a) The activity is to cease.
 - b) Initial triage of the casualty is to be carried out.
 - c) 999 called with a full description of location of incident/injury given.

Address: Lees Wood Scout & Guide Activity Centre, Fir Tree Hill,
Chandler's Cross, Rickmansworth WD3 4LY

What3Words: **BOUNTY.HOLDS.LUNGS**

3. Participants are to be sent to an alternative site.
4. Camp Crew to be notified immediately.
5. Main gate to be manned to receive and give directions to emergency services.
6. Ensure that the equipment is not left unsupervised.
7. Warden to be informed.
8. Group to start InTouch procedures.

Additional arrangements required to reduce risk:									
No	Recommendations and actions required to reduce risk	Residual risk with additional controls			Deadline for action (Date)	Action to be completed by (name)	Monitoring arrangements Active and Reactive	Action Complete (date)	Comments / additional information
		S	L	R					

To add more rows to this section, place the cursor to the left of the line above until you see a + sign and 'click'

Management ownership - I confirm that this risk assessment is suitable and sufficient, and that I will ensure the implementation, monitoring and review of the arrangements as stated.

Managers Name	Graham Raven Head Warden Lees Wood	Manager's Signature	<i>G. RAVEN</i>	Date signed	31 Jan 2025	Next review due (based on risk level)	Feb 2026
---------------	---------------------------------------	---------------------	-----------------	-------------	-------------	---------------------------------------	----------

Reviewer Name	Role	Date of Review	Reason for Review	Signature	Next Review Date
		09 Feb 2025	Annual		Feb 2026

5 x 5 Risk Matrix								
Risk Rating Guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
				1	2	3	4	
Severity (S)								
Acceptability of Risk Guidance	High Risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium Risk: 8-12	Medium-risks are an acceptable level based on the reduced likelihood after sufficient control measures are implemented.						
	Low Risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low-risk".								

Likelihood (L)	Definition	Points rating	Severity (S)	Definition	Points rating
Inevitable	If the work continues as it is, there is almost 100% certainty that an accident will happen, for examples: A broken stair or broken rung on a ladder, Bare, exposed electrical conductors, Unstable stacks of heavy boxes	5	Very high	Causing multiple deaths and widespread destruction e.g. fire, course/building collapse.	5
Highly likely	Will happen more often than not. Additional factors could precipitate an incident but it is still likely to happen without this additional factor.	4	High	Causing death, serious injury or permanent disability to an individual.	4
Possible	The accident may occur if additional factors precipitate it, but it is unlikely to happen without them.	3	Moderate	Temporary disability causing injury (to member of the public, contractor or employees) or disease capable of keeping an employee off work for seven days or more and reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).	3
Unlikely	This incident or illness might occur but the probability is low and the risk minimal.	2	Slight	Minor injury (to member of the public, contractor or employee), which would allow the individual to continue work after first aid treatment on site or at a local surgery. The duration of the stoppage or treatment is such that the normal flow of work is not seriously interrupted.	2
Remote possibility	There is really no risk present. Only under freak conditions could there be any possibility of an accident or illness. All reasonable precautions have been taken - This should be the normal state of the workplace.	1	Nil	Very minor injury, bruise, graze, no risk of disease.	1

The Review Process. This risk assessment will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. In addition, it will be reviewed annually.