**Risk Assessment**

**Games & Sports**

Leaders are required at a local level to carry out risk assessments for all activities being undertaken. Carrying out a risk assessment should include identifying & locating hazards, considering who might be harmed and how, and identifying how risks are eliminated or controlled. These risks and the control measures must be recorded and communicated, and then reviewed & updated as necessary.

When completing a risk assessment, consider: what are the hazards; who might be affected by them; what control measures need to be in place to reduce risks to an acceptable level; who will take responsibility for particular actions; what steps will be taken in an emergency. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

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| **Company/Battalion/District:** |  | **Age Group/Section:** |  |
| **Venue / Meeting Space:** |  | **No of children/young people:** |  |
| **Date of activity:** |  | **No of leaders:** |  |

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|  | **Hazard / Risk Identified**What’s the hazard and the risk of harm? | **Control Measures**What measures will you put in place to reduce the hazard/risk identified? | **Control Measuresin Place****✓** | **Leader Responsible** |
| 1. | **Playing Area** * **Playing Surface** (Slips, Trips, Injury)
* **Obstacles** (Trips, Injury)
* **Breakable Objects** (Damage, Injury)
* **Size of Playing Area** (Collision, Injury)
 | * *Appropriate playing area to be identified that considers space required, surface type, obstacles & hazards.*
* *Playing area to be checked for any hazards such as spillages, trip hazards, obstacles or defects, before the activity. Hazards to be removed or reduced to a safe level.*
* *Leaders to brief young people on the playing area, including boundaries, potential hazards and the safe use of the area.*
* *Playing area to be evaluated for breakable objects (i.e. windows, lights) and these to be considered when choosing games, equipment & rules to use in that space.*
* *Playing area to be evaluated for space, factoring in how many young people will be playing. Steps to be taken to reduce the potential for collisions (in smaller spaces), such as reducing the number playing at any one time or introducing a one-way system to a game.*
* *Leaders to continue to review hazards throughout the activity, taking action where required.*
 | *✓* |  |
| 2. | **Games & Sports** * **Appropriate Activities** (Injury/Safety)
* **Rules** (Injury/Safety)
* **Contact** (Injury/Safety)
 | * *Games to be appropriate for the age taking part, factoring in ability, age range, complexity of rules and equipment.*
* *Rules of the game to be clearly communicated with young people beforehand. Where required, a demonstration of the game to be shown to assist with communication of rules.*
* *One leader to be nominated with overall supervision of the activity (i.e. referee), providing clear instructions throughout the game, through verbal commands and/or use of a whistle.*
* *Where rules are not being followed, particularly around safety, leaders to remind young people of the rules. Where rules are persistently not being followed, young people to be asked to sit out for a period of time, or for the game to stop.*
* *Rules of a game to reduce or forbid contact, where possible. Where contact sports are being played, appropriate contact should be explained to young people before playing.*
 | *✓* |  |
| 3. | **Equipment** * **Appropriate Games Equipment** (Injury/Safety)
* **Bats, Clubs & Balls** (Injury/Safety)
* **Clothing, Footwear & Jewellery** (Injury/Safety)
* **Safety Equipment** (Injury/Safety)
 | * *Leaders to ensure all games equipment is safe and fit for use. Any unsafe equipment is fixed or disposed of.*
* *Leaders to brief young people on the use of equipment, including expected use, safety and behaviour.*
* *Equipment being used is checked to be appropriate for the age group taking part and the space being used.*
* *Where sports involve a bat/club or similar, a safe space will be identified and marked out, where this can be used. Other young people & leaders should be kept away from this area, to ensure they aren’t hit.*
* *Balls to be inflated to the recommended amount, to ensure they are safe to play with (i.e. not over inflated and too hard).*
* *Young people should be wearing appropriate clothing and footwear for the sport/game. This should include shoelaces being tied and footwear not being loose.*
* *Jewellery which could cause injury (i.e. necklace, hooped earrings) should be removed.*
* *Where shoelaces are untied, these should be tied immediately, before a young person continues with the game.*
* *Where a sport requires additional safety equipment, these should be worn by those participating (i.e. football shin pads, cricket helmet, bike helmet).*
 | *✓* |  |
| 4. | **Fitness & Welfare** * **Dehydration** (Welfare & Illness)
* **Overexertion** (Welfare & Injury)
* **Pulling Muscles** (Welfare & Injury)
* **Ventilation** (Welfare & Illness)
* **Choaking** (Welfare & Injury)
* **Asthma, Diabetes & other Medical Conditions** (Welfare & Illness)
 | * *Access to water for all participating.*
* *Regular breaks scheduled, with young people encouraged to rest & rehydrate. These breaks to be more frequent with sports that require more exertion, or where the weather or playing area is warmer. Leaders to ensure young people are resting & drinking.*
* *Leaders to keep an eye on young people throughout the activity and check in with any young person who is showing signs of struggling. Some young people may require more breaks in play, than others.*
* *Young people to warm up, where required, before an activity. For some more active sports, this will also require appropriate stretching of muscles also.*
* *For indoor games/sports, ventilation should be arranged to ensure good air flow & appropriate temperature of the room.*
* *Young people to not be chewing gum or eating during physical activity.*
* *Leaders to be aware of diagnosed medical conditions and ensure young people have medication available and know how to administer it. Leaders should also be aware of how to manage/treat.*
 | *✓* |  |
| 5. | **Behaviour & Supervision*** **Inappropriate behaviour** (injury/safety)
* **Lack of supervision** (injury/safety)
* **Over Competitiveness** (Injury/Safety)
 | * *Young people to be briefed on expected behaviour before the activity.*
* *Leaders to promptly address young people not participating in a safe or appropriate manner. This may include reminding of expectations, adjusting their support level or removing them from the activity.*
* *Appropriate leader supervision throughout, including those not participating (i.e. individuals/teams sitting out).*
* *Leaders to monitor the atmosphere & competitiveness of the game/sport throughout. Where activity is becoming heated or overly competitive, steps to be taken to reduce this. Where not possible, the activity to be stopped.*
* *Safety & behaviour prompts throughout*
 | *✓* |  |
| 6. | **Additional Needs** * **Unsafe Activity** (Safety/Injury)
* **Exclusion** (wellbeing/inclusivity)
 | * *Leaders to consider any additional support needs and provide appropriate support, supervision and resources to any young people who require it.*
 | *✓* |  |
| 7.  | **Incidents** * **Accident/Emergency** (Injury/Illness)

  | * *Leaders to assess and deal with immediate situation and respond appropriately.*
* *Leaders to provide first aid, where required. If additional assistance is needed, emergency services to be called.*
* *First aid kit available.*
* *If a young person sustains an injury, they should be accessed on if it is appropriate for them to continue the activity (i.e. knock to the head).*
* *Access to personal details for all young people through OBM or Annual Information forms.*
* *Inform parent/carer of those involved.*
* *Inform BB Headquarters for reportable accidents or safeguarding incidents.*
 | *✓* |  |
| **Review:** This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity |

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| **Completed byLeader** | Name: Role: Date: Signed:  | **Approved byLeader-in-Charge/Company Captain** | Name: Role: Date: Signed:  |

Please note: All risk assessments should be approved by Leader-in-Charge or Company Captain. Approval for activities being run by Battalion/Districts should be by an Officer Bearer (Secretary, President, Treasurer, Vice-President).

Remember, this risk assessment **MUST** be read and understood by ALL leaders involved in the activity, and participants/other identified persons must be briefed accordingly.

If an accident occurs during the activity, please remember to log the details in your accident book. Where professional/external medical attention is required you MUST complete an Accident Report Form and submit to BB Headquarters.