**Risk Assessment**

**Park / Outdoor Space**

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. | **Venue/Location*** Uneven ground (Trips/Falls)
* Rubbish & other hazards (Injury/Illness)
* Water hazard (Drowning)
 | * *Pre-check area*
* *Suitable space for the activities to be undertaken*
* *Check for any rubbish or other hazards (i.e. dog mess) and clear away*
* *Locate activities away from water hazards*
* *Identify and brief group on physical boundaries and hazards*
 | *✓* |  |
| 2. | **Use of Playground/Public Play Equipment*** Condition of Equipment (Injury)
* Use of Equipment (Injury/Falls)
* Other Users (Conflict/Safeguarding)
* Age-Appropriate Use (Injury/Safeguarding)
 | * *Check park play equipment is safe to use and report any defects.*
* *Briefing on safe and age-appropriate use of equipment, respectful behaviour towards all using equipment*
* *Remind children and leaders to promptly report accidents, injuries or concerns*
* *Ensure appropriate leader supervision throughout*
* *Safety and behaviour prompts throughout*
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| 3. | **Other Members of the Public*** Other users of the park (Safeguarding/Reputation/Conflict)
 | * *Appropriate use of space respecting other users*
* *Brief children about personal safety about themselves their belongings*
* *Leaders to be aware and respond to any concerning behaviour by members of the public (i.e. intrusive to your space/activity, taking photos of group)*
* *Ensure appropriate leader supervision at all times*
 | *✓* |  |
| 4. | **Incident*** Accident/Emergency (Injury/Illness)
* Evacuation (Injury/Illness)
* Lost Child (Injury/Safeguarding)
 | * *Leaders to assess and deal with immediate situation and alert emergency services if required*
* *Leaders respond by providing appropriate first aid*
* *Leaders to ensure appropriate supervision of those not involved in the incident.*
* *Agreed assembly point where all persons should report in the event of an incident.*
* *First Aid Kit available.*
* *Access to personal details for all children through OBM or Annual Information Forms.*
* *Mobile phone for dealing with emergencies.*
* *Inform parent/carers of those involved.*
* *Inform BB Headquarters for reportable accidents or safeguarding incidents.*
 | *✓* |  |
| 5. | **Pausing/Ending Activity*** Incident
* Weather
 | * *Re-assess circumstances, safety and viability of activity continuing.*
* *Brief leaders and children about changes*
* *Communicate with parents/carers as required*
* *Update risk assessment following any change*
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| **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.