**Risk Assessment for**

**Premises**

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:** |  |
| **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** |
|  | **External Entrances/Exits*** Poor Lighting (Injury)
* Uneven/slippery Surfaces (Injury)
* Obstructions (Injury/Accident)
 | * Check external lightning around entrances/exits is working. Report or where possible rectify.
* Warn all users of any hazards by marking with cone or signage. Report so can be rectified.
* Ensure there are no obstructions to entrances/exits.
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|  | **Parking/Vehicle Movement*** Traffic (Accident/Injury)
* Crossing Roads (Accident/Injury)
* Obstructing other Road Users (Accident)
 | * Clear communication with parents/carers on a regular basis around safe parking and movement of vehicles around meeting space, and not obstructing other road users by stopping/parking in dangerous locations.
* Communication with parents/carers about expectation to escort young people to entrance (i.e. not encouraged to run across roads/car parks).
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|  | **Rooms/Spaces*** Obstructions (Injury)
* Slippery/Uneven Surfaces (Injury)
* Damage/Defective Equipment (Injury)
* Poor Lighting (Injury)
* Kitchen (Accident/Injury)
 | * Leaders to check all rooms/spaces being used including corridors are free of obstructions (i.e. hazardous and/or unnecessary items including trailing cables, tables, etc).
* Ensure all rooms/spaces are suitable for use, rectify or mark any uneven or slippery surfaces.
* Ensure lighting is working correctly and suitable for use.
* Access to kitchen should be limited to leaders except where young people are supervised.
* Clearly mark any rooms/spaces and equipment which are not suitable for use as ‘Out of Use’ and communicate this to all young people and leaders.
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| 3. | **Toilets and Washrooms** * Hygiene (Illness/Wellbeing)
* Usage (Safeguarding)
 | * Check toilets are clean and suitable for use before meeting, and at intervals during use.
* Check adequate toilet roll, soap, etc are available.
* Where possible separate toilet facilities allocated to young people and leaders.
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|  | **Gas/Electricity*** Electrocution (Injury)
* Gas Leaks (Injury/Accident)
 | * Check all electrical sockets/switches are safe and are not overloaded.
* All equipment/appliances are working normally.
* Leaders are aware of where to locate gas shut-off and electrical circuit breakers.
* Any concerns should be reported to a qualified engineer or in an emergency call 999.
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| 4. | **Fire / Evacuation*** Fire (Accident/Injury)
 | * All leaders to familiarise themselves of what to do in the event of a fire, and with the locations of fire safety equipment and exits throughout premises. Report any damages/issues.
* Leader to ensure fire escapes / routes remain unobstructed and unlocked.
* Awareness to young people, about what to do in the event of a fire, pointing out emergency exits and fire assembly point.
* In the event of a fire, a nominated leader should investigate (i.e. check fire panel, etc) if safe to do so whilst other leaders take responsibility for controlled evacuation to assembly point. Leaders should do a roll call and report any irregularities to nominated leader.
* Nominated leader should call for emergency services if required, and/or advise when the venue is safe to go back into.
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| 5. | **Weather** * Extreme weather (Injury/accident)
 | * Leader in charge to assess safety in the event of extreme weather and if premises is suitable for use.
* Take action where possible to make surfaces safe (i.e. grit/salt in icy conditions).
* Communicate to parents/carers in advance of any additional hazards or concerns and advise on safe practices. If unsuitable communicate with parents/carers to advise cancellation of meeting to remove/reduce any unnecessary risk/journeys.
* In hot weather open windows/doors for increased ventilation as is safe to do so.
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| 6. | **Security*** Unknown persons (Safeguarding)
 | * Premises should be kept secure from outside persons gaining unauthorised entry.
* When open, entrances/exits must be supervised by a leader at all times.
* A register of all persons on the premises should be maintained.
* Leaders should challenge any unauthorised visitor(s) and ask them to leave. If necessary, call Police.
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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.