**Risk Assessment**

**Transport (Walking)**

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****ü** | **Leader Responsible** |
|  | **Traffic/Roads*** Traffic/Roads (Collison/Injury)
* Inadequate Supervision (Lost child)
 | * *Leaders to plan safest route.*
* *Briefing to be carried out by leader beforehand to set out plan for journey, rules and expected behaviour.*
* *Leaders allocated to front and back of group and to individual young people or smaller groups as required.*
* *Sufficient leaders for supervision (based on route, age, conditions, additional support needs)*
* *Give clear instructions to children and leaders before starting the journey about route, procedures for crossing roads, general safety and expected behaviour.*
* *Use crossings or crossing points and ensure that traffic has come to a complete stop before starting to cross the road.*
* *Ensure group is visible to road users and others through hi-visibility clothing at the front and back of the group, with additional hi-vis clothing based on conditions (i.e. route/lighting).*
* *Ensure young people are focussed and aware of their surroundings at all times (i.e. not listening to music).*
* *Regularly check numbers and keep group together at all times.*
* *Safety and behaviour prompts throughout.*
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| 1. | **Slips, Trips & Falls*** Uneven and Slippery surfaces (Injury)
 | * *Group to walk at all times, no running.*
* *Leaders to point out dangerous surfaces and/or hazards as they approach them and ensure all members of group are aware.*
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| 2. | **Separation / Lost Child*** Separation from group (Safeguarding/Injury)
* Lost Child (Safeguarding/Injury)
 | * *Clear communication of the plan and responsibilities amongst leaders set out before journey.*
* *Head counts at regular intervals during the journey, especially when there is a change of direction/boarding/etc. Whole group to stop if any irregularities.*
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|  | **Illness/Welfare*** Ill-Health (Illness)
* Additional Needs (Wellbeing)
* Behaviour (Wellbeing/Reputation)
 | * *If a member of the group is feeling unwell, assess whether you need to stop.*
* *Awareness of any young people with additional needs and put in place supervision and support as required.*
* *Supervision to look out for negative behaviour or bullying from within the group.*
* *Ensure members of the group are considerate and respectful to members of public at all times.*
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|  | **Safeguarding*** Leader to YP Ratio (Safeguarding)
* Members of Public (Safeguarding)
 | * *Minimum of two registered leaders should be present, but this should be increased based on needs of the group.*
* *Awareness by leaders of members of public at all times, appropriately challenge and deal with any intrusive or concerning behaviour (i.e. taking photos, physical contact, etc).*
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|  | **Conditions*** Weather (Accident)
* Breaks (Welfare/Safeguarding)
 | * *Leader to check weather for planned journey before setting off and consider if safe and appropriate to set out.*
* *Leader to assess weather and conditions during journey and if necessary stop or turn back.*
* *Welfare breaks for toilets and refreshments built into journey.*
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| 5. | **Incident*** Accident/Emergency (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.*
* *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.*
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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.