

Boys' Brigade Activities

Risk Assessment – Juniors 140 Sleepover



Leaders are encouraged to undertake a simple risk assessment for BB activities and before embarking on a trip or visit or undertaking a camp or holiday. This form should be used for this purpose. Risk assessments need not be complex but should be comprehensive. Regular activities and frequent visits to local venues such as a swimming pool may not need a risk assessment every time. However, it is essential not to become complacent. An assessment of the risks of such visits should be made at regular intervals.

When completing the risk assessment, consider: what are the hazards; who might be affected by them; what safety 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.**

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

	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 Measures in Place ✓	Leader Responsible
1.	Venue Access Hazards Chairs/tables – stacked too high, trip hazards	<ul style="list-style-type: none"> • Ensure control of entrance and exit for anyone not involved in the activity • Keep emergency exits clear of obstruction • Check chairs and table are not stacked too high, to stop them toppling on a young person • Venue to be checked before young people arrive to ensure everything is safe. 		
2.	Sleeping arrangements Safeguarding Space to move around	<ul style="list-style-type: none"> • Ensure that sleeping arrangement allow separation of young people and leaders and boys and girls • Consider young people with specific needs and make appropriate arrangements • Ensure that young people can access their sleeping area safely • Ensure children have appropriate equipment for 		

		<p>sleeping in/on.</p> <ul style="list-style-type: none"> • Consider lighting so that young people can move around safely. • Have spare sleeping bags and sleepwear in case of accidents during the night • Have PPE and cleaning materials to clean up sickness/bedwetting 		
3.	Toilet Facilities Safeguarding Safe space	<ul style="list-style-type: none"> • Ensure appropriate division of toilet facilities for leaders/young people and boys/girls • Ensure toilets and sinks are easily accessible and at a suitable height (provide step, if required) • Ensure toilet area is clean and free from spillages at regular intervals • Have PPE and cleaning materials available for use by leaders 		
4.	Activities Slips, trip and falls Unsafe equipment	<ul style="list-style-type: none"> • Ensure activity area free of any hazards • Brief the children and leaders on the activities and any safety messages • Check equipment to be used ensuring nothing is broken or unsafe 		
5.	Food & Kitchen Allergies Food hygiene Spillages Kitchen Access	<ul style="list-style-type: none"> • Ensure Consent Forms or OBM are up to date • Check for food allergies or specific requirements e.g. dairy or gluten-free • Wash hands before handling food and wear gloves, where appropriate • Store and handle food in accordance with good food hygiene/safety measures. • Clean up spillages immediately • Consider young people with additional support needs in respect of eating • Kitchen access to be controlled to leaders only, unless being used as part of a supervised activity. 		
6.	Leaders Safeguarding Code of Conduct	<ul style="list-style-type: none"> • Ensure all adults attending are properly registered with The Boys' Brigade, including DBS or PVG checked • Ensure person leading Sleepover has a current Holiday Leadership certificate • Remind leaders of the Leader's Code of Conduct • Ensure appropriate number of leaders for the amount of children and for the activities to be undertaken 		

7.	Emergency or First Aid Provision. First aid kit Medication	<ul style="list-style-type: none"> • Up to date and stocked, first aid kit to be available at the venue. • A leader responsible for being the point of contact for first aid. • An accident book at the venue to record and incidents. • PPE equipment (face mask, apron, gloves and hand sanitiser) to be located with First Aid kit • Any medication required during the event to be kept in a safe place. Medication to be labelled. • Leaders to ensure children take the medication as and when required. 		
8.	Emergency Fire	<ul style="list-style-type: none"> • Have an evacuation plan for implementation in case of emergencies • Fire doors to be kept clear of obstacles. 		

Review: This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity.

Approved by Company Captain	Name: Role: Date:	Approved by Leader/Officer in Charge of age group	Name: Role: Date:
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Please note: Approval for activities being run by Battalion/Districts should be by a minimum of two Officer Bearers (Secretary, President, Treasurer, Vice-President).

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