

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.

RISK ANALYSIS MATRIX – likelihood X impact = risk rating.

RISK ANALYSIS		
	Likelihood	Impact
High	3	3
Medium	2	2
Low	1	1

RISK RATING	RISK LEVEL/PRIORITY FOR ACTION
1 + 2	Low Priority
3 + 4	Medium Priority
6	High Priority
9	Urgent Priority

Company/Battalion:	COMPANY NAME	Age Group/Section:	INSERT AGE GROUP
Venue / Meeting Space:	INSERT VENUE	No of children/young people:	INSERT NUMBER
Date / Time of activity:	INSERT DATE/TIME	No of leaders:	INSERT NUMBER

	Hazard / Risk Identified What's the hazard and the risk of harm?	Risk Rating (likelihood X impact)	Control Measures What measures will you put in place to reduce the hazard/risk identified?	Control Measures in Place ✓	Leader Responsible	Revised Risk Rating
1.	Crafts at Anchors <i>Using scissors – risk of cuts.</i>	1x1 = 2	Leader to supervise the activity. Use child friendly safety scissors. Do not leave scissors on table, only bring out as needed.	Tick when measures in place	<i>Name of leader in charge</i>	1x1 = 2
2.	Juniors Football <i>Injury from football, to child/young person, burns from floor.</i>	2x2 = 4	Group to be supervised at all times. Have rules in place. Uses an appropriate ball for the age group	Tick when measures in place	<i>Name of leader in charge</i>	2x1 = 2

3.	Company/Seniors cooking <i>Burn from oven. Boiling water. Slip on food spillage.</i>	2x2 = 4	Leader to supervise at all times. Use oven gloves and appropriate cooking equipment. Keep surfaces clean and clean up any spillages	Tick when measures in place	<i>Name of leader in charge</i>	2x1 = 2
4.	Juniors/Company Camp Activities, Campfire, Lost child, injury from activities.	3x2 = 6	<i>Supervision at all times. Split young people into groups with team leaders. Additional leaders are required. First Aid kit. Have medical forms fully completed.</i>	Tick when measures in place	<i>Name of leader in charge</i>	2x2 = 4
5.						
6.						
		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: To be signed off by Captain Role: Date:	Approved by Leader/Officer in Charge of age group	Name: To be signed off by leader in charge Role: Date:
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Please note: Approval for activities being run by Battalions 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 The Northern Ireland Boys' Brigade at Newport, 117 Culcavy Road, Hillsborough. BT26 6HH.