

● What is a Risk Assessment?

The dictionary describes a Risk Assessment as 'a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking'.

A Risk Assessment is a way of looking at a planned activity and trying to minimise any unnecessary harm. There are 3 keywords:

- **Accident**, an unplanned event resulting in injury/damage/loss
- **Hazard**, something that has the potential to harm
- **Risk**, the likelihood of an injury/damage/loss resulting from a hazard

The following questions can be asked:

- What can go wrong and what is the hazard?
- How likely is it to happen?
- How serious will the consequences be?
- What are you doing to minimise the likelihood of an accident and what further action could be taken?

● Why is a Risk Assessment important?

A Risk Assessment is a legal requirement and is the process used to identify risk. It is to be completed by the leader in charge of the group. It is a tool used to minimise the risk to the health, safety and wellbeing of members.

● Who is responsible for managing risk?

Risk identification should be built into everything that you do.

The overall responsibility of managing the risk assessment lies with the leader in charge, however, anyone can complete this and it should not be left to one person to carry out a risk assessment. Everyone is responsible for taking action if they see something that could cause a hazard.

● When should a risk assessment be completed?

A risk assessment should be completed before the start of every new BBNI session in September and should regularly be revised for existing and new risks that may occur during the session. A new risk assessment should be completed for any special activities such as trips, days out, residentials, camps etc.

● Where is it kept?

The completed risk assessment should be available during the BB company nights for all leaders and helpers to view and amend when required, either through a paper copy or an electronic copy online. When not in use, this document should be stored in a safe, locked place, either in church or with the officer in charge.

● Who is at risk?

When conducting a risk assessment, you need to be mindful of who is in the building during your sessions. Some people may think that the children and young people in your care are the only ones who may be at risk, this however is not the case.

Those at risk are:

- Children and young people
- Volunteers, especially those who are new or inexperienced
- Parents
- Grandparents
- Expectant mothers
- People with disabilities
- Contractors and maintenance workers
- Members of the public using the space
- Staff in the building

Anyone who is in the building during your BB session are at risk and this needs to be taken into account when considering what actions need to be taken to reduce the possible risks.

● How to complete a risk assessment

As per our insurance policy, every company must complete a risk assessment. However not everyone has experience with filling one out or knowing what to do, these steps will help point you in the right direction for preparing to fill one out from start to finish for your BB sessions.

- Print off a copy of the risk assessment template that you will be using before your session.
- Take a look through the programme for your company and mark down any risks or hazards that may result from these activities, i.e. using scissors during craft or props for games that could cause someone to trip.

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- Arrive to the halls and do a walk around, marking down on your risk assessment any hazards that are visible and take appropriate action – moving boxes from doorways or wiping up any wet spots – especially after coming in from a wet night. Even when reducing a hazard this must still be marked on the risk assessment and monitored regularly.
- A risk assessment is not something that is filled in and finished, it is a rolling document which means that it will always be updated, and new hazards will be added on and reduced as necessary. This is something that every leader and helper can do.
- Have the risk assessment in a safe place that all leaders and helpers have easy access to in the event of finding a new hazard or if there is an accident.
- At the end of the night the officer in charge or whoever is in charge for the evening must make sure that the risk assessment is locked away in a safe place.

Companies will often go out of the church halls for events, camps and residential. These all require a brand-new risk assessment. The church, residential centre or activity centre where you are staying will have their own risk assessment, but it is vital that companies also prepare and bring their own risk assessment. In the same way as preparing a risk assessment for your BB night, when filling it out you must consider the following:

- Risks in the location where the leaders and young people are staying.
- Risks that will occur in the activities that they are undertaking during the day and evening.
- The risk assessment must be on hand during the entirety of the camp or residential.
- In line with insurance there must be a list of who is attending the camp and a BBNI Camp and Residential Notice Form completed prior to going.

For more information on camp and residential guidelines, please visit our website at:

<https://boysbrigadeni.org/leader-info/bb-camps-and-residentials/>

● BBNI Insurance

BBNI does not need to see a copy of your risk assessment unless there is an accident/incident which results in an insurance claim. If an accident occurs, on BB nights or at special activities, they must be recorded in the company/ church accident book. If anyone requires professional medical attention, either at the time of the accident or at any time as a result of the accident, then it must be reported to BBNI using the **BBNI accident notification form** which can found on our website, <https://boysbrigadeni.org/leader-info/forms/>. BBNI has a duty to report these accidents to their insurers. The majority of activities are covered under BBNI insurance, except for some activities like abseiling, rock climbing and paint balling. If you intend to participate in these activities, you will need to speak to the activity provider in advance to check insurance details. For watersports, canoeing and paddleboarding, the insurance company has stated that they expect the activity provider to have their own appropriate insurance with the necessary qualifications.

● Practical steps

What are the practical steps your BB company should take?

1. Identify the hazard

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2. Assess the hazard and record
3. Evaluate the risk
4. Fill out the risk assessment form provided by BBNI
5. Constantly review your risk assessment

It is important to remember that even if there are no risks identified, recording the process of identifying this is essential.

1. Identify the hazard

- Before bringing any child or young people into your premises. Check for anything that poses a significant risk.
- Has there been any accidents in your BB company before – were they caused by anything that is still in the room?
- Ask other leaders what they feel is a risk in the room you are using.

A hazard is anything you can feel, touch or see. Examples could include:

- Chairs/tables, radiators, heavy items or electrical appliances

2. Assess the hazard and record

- This could be written or electronic. Choose the best option for your BB company.
- Show the following:
 1. Was a proper check carried out?
 2. Who is affected by the risk?
 3. Number of people involved? Have you considered all significant risks based on numbers?
 4. Reasonable precautions.
 5. You know of all appropriate standards and guidance. e.g. HSE guidance?

3. Evaluate the risk

When you have determined the specific risks you need to evaluate the risk to determine how harmful it is to those within the setting. To evaluate the risk properly you will need to think about what is the likelihood of harm occurring and how severe it would be if an accident were to happen.

Usually there will always be some risk that remains, but you will need to decide for each hazard if the risk is high, moderate, or low in terms of how likely it is to happen or how severe the impact might be. To do this you need to adopt a **risk analysis** into your risk assessment – this will provide you with a score to see what risk level each hazard will be within your risk assessment and what the priority will be for action.

To get your risk analysis score you need to multiply the **likelihood** of an accident happening with the **impact** that it will have on the person (likelihood X impact).

A **high** impact would be death and disablement.

A **medium** impact would be broken bones or a hospital visit.

A **low** impact would be minor cuts and bruises.

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

Having received your risk rating for your hazards you will then determine how much of a priority they are for action. The higher the score, the higher it should be on your priority list.

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

This should be added into your risk assessment and monitored should the risk rating change to allow you to readily update your risk assessment as and when it is needed. Control measures may reduce the risk rating and this should also be recorded onto your risk assessment after action has been taken to reduce the risk. All volunteers should be made aware of any changes in the risk assessment and what actions are being taken because of this.

4. Fill out the risk assessment, you can either use your church template, one you have made yourself or the template provided by BBNI.

- Can you get rid of hazard or do you need to control the risk so harm becomes less
- Have you done everything that is reasonably practical?
- Are your volunteers aware of risk assessments and risks?
- Make easy improvements
- Try to have long-term solutions if possible

5. Constantly review your risk assessment

- Update your volunteers if there is any change
- Review annually to ensure your controls are still effective. There may be new risks or an accident has occurred where you need to review this
- The action plan may have completed actions

If you have any queries, please contact the team at BBNI for further support.

CHECKLIST FOR RISK ASSESSMENTS

ACTION	COMPLETED?
<p>What are the hazards?</p> <ul style="list-style-type: none"> • Is there anything that poses a significant risk? • Has there been any accidents in this room before? Has the cause of this been removed? • Check with other leaders. 	
<p>Assess the hazard and record:</p> <ul style="list-style-type: none"> • This can be written or electronic. 	
<p>Evaluate the risk:</p> <ul style="list-style-type: none"> • This is done through risk analysis. • Likelihood of an accident happening x impact that it will have on the person (likelihood x impact). 	
<p>Fill out the risk assessment:</p> <ul style="list-style-type: none"> • Church template or you can use the BBNI template. • Have you done everything that is reasonably practical to remove the risk? 	
<p>Constantly review your risk assessment</p>	