

BOYS' BRIGADE MOUNTAINEERING CLUB – GENERIC RISK ASSESSMENT

CLUB ORGANISED 'MEETS' INVOLVING OVERNIGHT STAYS (RESIDENTIAL ACCOMMODATION)

HAZARD	WHO MAY BE HARMED	RISK LIKELIHOOD	RISK CONSEQUENCE	CONTROL MEASURE
Fire Associated Hazards	All	L	VH	<p>If not used residential accommodation previously, need to ensure BBMC Residential Helper, Activity Leader(s) and/or Meet Organiser arrives at location prior to the main group, familiarises themselves with locations of fire alarms, extinguishers, exits and assembly points. Fire safety should also form part of the introduction briefing to be carried out once the group arrives at the start of the course.</p> <p>Catering Officer(s) is to ensure that all cooking appliances are fully switched off and isolated following use.</p> <p>Anything electrical which is identified as a potential hazard should be unplugged or isolated and the defect reported to the centre staff or building owners.</p> <p>Smoking – if allowed should only be permitted in designated areas and all matches and cigarettes should be properly extinguished and disposed of.</p>
BBMC Lead Activities	All	M	VH	<p>All activities which are to be undertaken during the meet, event or course such as WALKS in OPEN and WILD country, CLIMBING, ABSEILING OR MOUNTAIN BIKING should follow the relevant BBMC Generic Risk Assessment or if not covered by a generic RA then a 'Specific' RA should be completed by the Activity Leader(s) or Meet Organiser.</p> <p>Activities should only be Lead or Supervised by qualified BBMC Activity Leaders and Suitably able/experienced Assistant Activity Leaders and/or any accompanying Officers/Leaders from the Company who also hold the BB recognised or Professional qualifications.</p> <p>Where the main activity is to be a 'training course' spending time in the centre then the Activity Leader(s) or Residential Helper(s) to ensure all equipment used to deliver training is safe and fit for purpose and poses no risk to the candidates.</p>

Accidents & Injuries	Group	M	H	<p>All accidents or injuries should be reported and the BB accident notification form should be completed and copies retained by BBMC and the Captain/Officer of the Company concerned. Where the injured party is attended to by a medical professional (GP, Hospital) either during or after the event the BB accident form should also be sent to Jonathan Eales at Brigade HQ.</p> <p>The Meet Organiser and Activity Leader(s) should also carry first aid kits and Residential Helper(s) should check the location of any first aid kits in the centre. Staff should also be first aid trained and hold a current first aid certificate. Ongoing assessment of potential risk of accidents or injury should be done. During training courses held in the centre, equipment such as extension leads and wires from projectors/televisions etc is properly secured against trip hazards and is fit for purpose.</p>
Supervision of Young People	Group	M	VH	<p>Young People are brought to meet, event or course by their Company Officers/Leaders who are ultimately responsible for them throughout the duration. BBMC organises the accommodation, catering and meet, event or course program. Officers are directed to follow the BB Holiday Leadership regulations and should do their own risk assessments, obtain parent consent and notify HQ.</p> <p>YP are always accompanied throughout the activities by their own Officers – BBMC Activity Leaders and Assistant Activity Leaders are in charge of the activities. Residential Helper(s) may also organise or run none adventurous activities and devotions at or near the centre or assist with supervision and transportation if needed.</p>
Travel in BBMC Staff Private Vehicles	Group	L	VH	<p>Where group are to travel from the centre to the start of an activity, using the private vehicle of one of the BBMC Activity Leaders, Assistant Activity Leaders, Residential Helpers or Supporting Staff the vehicles used are in a roadworthy condition, insured and MOT in place. Where YP are in a car then more than one adult should also be in the vehicle and seat belts should be used. Drivers should ensure they drive safely.</p>
Getting Lost	Group	L	VH	<p>Activities during the meet, course or event are done in groups, ALL Leaders should ensure when out on all activities the group stays together. Outside of activities accompanying Officers/Leaders should ensure they regularly monitor the location of their charges and it is good practice that YP not be allowed to leave the centre alone under any circumstances.</p>
				<p>All Staff BBMC & Company Officers/Leaders are responsible for ensuring the centre is properly secured and any suspicious individuals reported to centre staff or management or the local police station.</p>

Risk of Kidnapping & Abuse (Physical, Verbal and Sexual)	Group	L	VH	Young People are to be supervised at all times when on activities or during free time of the evenings. Young People should not leave the centre or security of the group environment unless accompanied by at least 2 adults who are there in a leadership capacity. All staff are BB registered Leaders with CRB checks carried out. YP have separate sleeping and washing/shower facilities to that of the Leaders and Males and Female YP have also separate areas to the staff.
Insurance	All	L	VH	As long as the activities are lead by experienced and qualified individuals and the Boys' Brigades rules and regulations have been followed in respect of risk assessments, Holidays etc and HQ informed then the activities will be covered by BB Insurance for public liability and personal injury.
Attending Company Associated Risks	Group	L	H	Companies bringing YP should have their own risk assessments in place specific to their members attending club meets and therefore will be aware of any medical requirements or behavioural needs of any of their members and accompanying Officers are responsible for the YP they bring.
Risk of Food Poisoning (Catering)	Group	L	H	Catering Officer/Staff to ensure all work surfaces, utensils and equipment are washed, cleaned and sanitized prior to first use, irrespective of how clean they appear to be. Waste bins should be emptied on a regular basis and the kitchen to be kept in a clean and tidy condition at all times. Food should be properly stored and covered at all times. No food items should be kept 'warm' for any length of time as it poses a risk of bacteria multiplying. Use of the kitchen should be restricted to catering staff only where possible. Catering staff should apply good personal hygiene practices. Where possible catering staff should have a basic food hygiene certificate and either professionally qualified in catering or have good experience of group catering.

The above generic risk assessment form can be applied to all instances where the BBMC is organising a 'meet, event or training course' involving overnight stays and using residential type accommodation such as Camping Barns, Bunkhouses, Church Halls, School Centres, BB Residential/District centres or Hostels where we will be responsible for arranging accommodation and organising any catering in addition to the activities/training.

Responsibility for Young People from the Boys' Brigade attending these meets, events or training courses remains ultimately with the Officers and Leaders who bring them – they should hold the BB Holiday Leadership Certificate, Carry out their own Risk Assessments, Obtain parental consent and emergency contact details and also notify BBHQ as per Holiday regulations to ensure that Insurance is in place.

BBMC Leaders, Assistant Leaders and Members do not generally hold Holiday Leadership Certificates – so we are only responsible for Leading/Supervising and instructing activities and in some cases the club will book the accommodation and organise the catering in addition to this.