



Risk assessment form (1)

Event/Activity (brief description):		Brianlands Activity Centre - Brooks Lodge Fire 2 of 2		Date: 31st Oct 2022		
Leader in Charge:	Numbers attending:	Adults: ¹		Girls/Young Women:	General Public:	
Consent for Event/Activity forms completed:		Venue: Brooks Lodge				
(circle)	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/>	What are you already doing? How have you reduced the risk already?		Instructor qualifications checked* (circle)	Yes <input checked="" type="radio"/> No <input type="radio"/>	
Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Fire doors	All lodge users	Fire doors are installed in the bedrooms and activity room. This must be closed at all times and	M	L	No	
Fire escape routes	All lodge users	These are clearly signed. Fire doors to the outside in the bedroom wing of the building are	M	L	No	
Other wooden doors	All lodge users	These are not labelled as fire doors and so can remain open	M	L	No	
Blind and mattresses	All lodge users	These are flame retardant	M	L	No	
Loft space	All lodge users	The loft space is empty and loft hatches are locked	M	L	No	

¹ Adults refers to adult volunteers who are part of the team delivering the event or activity

*Refer to the [A-Z of activities for information](#) about instructor qualifications



Risk assessment form (2)

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Back storage area	All lodge users	his is where the electricity meters are located. The store is locked with controlled access, children are not permitted in the back store	L	L	No	
End store area	All lodge users	This is used by the campers on site, it contains a fridge and a freezer and cleaning chemicals in a locked back storage area	L	L	No	
Building is not occupied full time	All lodge users	The building is being used mainly by youth and schools groups, the building will not be in constant use. Weekly and monthly checks	L	L	No	
Decision: once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)						Yes <input checked="" type="radio"/> No <input type="radio"/>
If you answered 'no' to the above 'Decision' questions please explain why:						
Risk Assessment completed by: insert name and role			Date completed:		31st Oct 2022 - SC reviewed	
Has the Risk Assessment been shared with the leadership team?						Yes <input checked="" type="radio"/> No <input type="radio"/>
Risk Assessment due for review: insert date (no more than 12 months time)						Date: Oct 2023

Continue on additional sheet if necessary



Risk assessment form (3)

What to do

1. Identify hazards

How to do it

Look at things that can cause injury or damage, thinking about activity, location and surroundings

2. Identify all those who may be affected by the hazards

Think about the people around, not just members, who could be injured or affected by the activity

3 Estimate the current level of risk, and precautions in place

See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?

4. Decide if new measures are needed

List actions required to reduce risk. Decide if you want to go ahead.

5. Record your findings. Agree actions and timetable

Make sure everyone knows what they are going to do and by when. Make sure it is done and record it

Severity		Slight harm	Harmful	Extremely harmful
Likelihood	superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities	
Unlikely Rarely happens	Low	Low	Medium	
Likely Often happens	Low	Medium	High	
Very likely Nearly always happens	Medium	High	High	