# Risk assessment template

## Company name: Rossendale Drum Majorettes  Assessment carried out by: Simon Creasey (Director) & Emma Mainwaring (Communications officer) Location: Whitewell Bottom Community Centre, Waterfoot, BL4 9LB

## Date of next review: April/May 2025 Date assessment was carried out: April 2024

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | When shall it be reviewed?  |
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| **Young person’s (Under 18)** | All young members due to a lack of experience, immaturity, lack of knowledge or a reduced perception of risk | * \*Young persons could be harmed due to their lack of knowledge or experience leading to injury or harm
* All young persons will be supervised accordingly
* \* Young persons will not be allowed to use hazardous substances unless competent to do so
 | Further action that might be required to reduce the level of risk of accident or injury  \*Additional or refresher training \*Supervision \*Additional safety checks on band equipment | Every person entering building.   | Each training night  When accessing the Rossendale Drum Majorettes | Annually or when a risk/incident occurs    |
| **Accident or Injury or Fatality**  | All members are at risk or slips, trips and falls resulting in minor/major injury or fatality.  | * \*Ensure no running or climbing
* \*Floor is clear of objects when marching.
* \*Floor must not be wet.
* \*Members must wear appropriate footwear with grip.
* \*Ensure manual handling technical are being used
* Coat hooks are available for members to hang their coats on.
* \*Grit is available for outside areas for the icy weather.
* \*Adequate lighting available.
 | * \*Health and safety induction to be carried out with all new members.
* \*Flip flops, sandals, open toed shoes are not permitted.
* \*Ensure only band members are lifting their own allocated equipment when competent.
* \*Basic first aid will be provided by trained committee members/volunteers however own medication will NOT be administered by volunteers or committee without training or consent with approval from Chair.
* \*Any RIDDOR or COSHH incidents/accident must be reported immediately by the Chair.
* \*Committee members and volunteers are to receive mandatory training to carry out their roles safely and effectively.
* \*Ensuring manual handling is shown.
* \*Existing First Aid arrangements to be reviewed to ensure there are suitable measures in place.
 | Every person entering building.    | Each training night  When accessing the Rossendale Drum Majorettes.  | Annually or when a risk/incident occurs  |
| **Sharing of Equipment**  | All members  Risk of injury due to improper use of equipment which results in damage.  | * \*All members are to sanitise their allocated equipment after each use.
* \*All members will be informed not to touch any equipment that is not allocated to them unless in the event of an emergency or accident.
 | * \*Reminder every training night to touch only allocated equipment
* \*Ensuring members are taught to sanitise equipment properly
* \*Hand hygiene before and after
 | Every person entering building.  | Each training night  When accessing the Rossendale Drum Majorettes.  | Annually or when a risk/incident occurs  |
| **External Visitors / Security**  | Al members  | * \*Ensure parents/guardians and members are dropped/collected from car park
* \*No parents/guardians or visitors to enter building during Covid measures.
 | \*All parents/guardians, visitors and members are observing the 2-meter distance in car park when drop off/collection occurs.  | Every person entering building | Each training night  When accessing the Rossendale Drum Majorettes.  | Annually or when a risk/incident occurs  |
| **Food safety / Allergy**  | All members   Allergy risk resulting in minor/major injury and/or fatality.  Choking risk.  Food poisoning risk.  | * \*Members are not permitted to bring food to training or events unless advised by the Chairman. (Water filled sports bottles are exempt from this)
* \*It is every member or parent/guardian responsibility to inform the Chairman of a risk of allergy by written format.
 | * \*Communicate to group
* \*Update emergency contact Information form (allergy) in the event of change or annually.
 | Member, parent/guardian or committee members.  | Each training night  When accessing the Rossendale Drum Majorettes.  | Annually or when a risk/incident occurs  |
| **Scalding & Burns**  | All members are at risk or minor/major scalds and burns which can result in injury and/or fatality.  Poor maintenance of kitchen appliances can result in minor/major injury and or fatality. | * \*No-one under the age of 16 is permitted to enter the kitchen at any time.
* \*Good food safety and hygiene is to be always observed by all members.
* \*Visually check appliances have been PAT tested/looks safe to use.
 | * \*First aid kits are available at all times and only used by trained volunteers and committee members.
* \*Medical advice/treatment is to be sought as/when required. I.E., risk of injury and/or fatality.
* \*First aid to be administered by trained volunteers and committee members only.
* \*Committee members to be provided with food safety/hygiene training, health and safety training, fire safety training, first aid/basic lifesavers training
* \*Warning Signs present on hot water boiler.
 | Every person entering building.   | Each training night  When accessing the Rossendale Drum Majorettes.    | Annually or when a risk/incident occurs    |
| **Unauthorised access to building by members of the public**  | All members & visitors are at risk of physical harm, damage to property or verbal abuse for external visitors. Risk of financial loss due to damage, theft or repair of equipment/building\*Security alarms set when entering and leaving the building.  \*External doors of the building are closed.   \*Ensure external doors are locked before and after use.  \*No members of the public are permitted entry whilst Rossendale Drum Majorettes are using the building.    | * \*Security alarms set when entering and leaving the building.
* \*External doors of the building are closed.
* \*Ensure external doors are locked before and after use.
* \*No members of the public are permitted entry whilst Rossendale Drum Majorettes are using the building.
 | * \*Emergency key holders in place to respond to alarm activations out of hours.

\*All windows closed, and doors locked when building is not in use. * \*Emergency contact number are readily available.
* \*Chairman/committee to ring 999 in the event or a life threatening/endangering situation to Rossendale Drum Majorette members, volunteers, parents/guardians and or the building.
* \*Public liability insurance to be purchased for Rossendale Drum Majorettes.
* \*Equipment insurance to be purchased for Rossendale Drum Majorettes.
 | Chairman and committee members | Each training night  When accessing the Rossendale Drum Majorettes.  | Annually or when a risk/incident occurs  |
| **Fire or** **other Emergency**  | All members   | * \*Chairman of RDM is responsible for ensuring all members, volunteers and visitors accessing the facilities are made aware of the community centres evacuation procedures.
* Fire exits are always labelled and clear of obstructions.
* First aid kit available.
* \*Fire safety training provide to committee members and volunteers.
* \*In the event of an emergency a sign in register Is available.
* \*Fire drills to be completed at least once on month.
 | * Fire action notices displayed.
* Fire drill practice by individual user groups.
* \*All key holders have been inducted into the Normal Operating Procedure and how to open and close the building safely.
 | Every person entering building.   | Each training night  When accessing the Rossendale Drum Majorettes.     | Annually or when a risk/incident occurs    |
| **Toilet Facilities**  | All members   | * \*Areas including corridors and walkways are to be kept clear of obstructions or people interacting to maintain social distancing
 | * \*Use of disabled toilets only.
* One member at one time
 | Every person entering building.    | Each training night  When accessing the Rossendale Drum Majorettes.    | Annually or when a risk/incident occurs   |
| **COSHH/ Cleaning building & Equipment**  | All members at risk from getting skin problems such as dermatitis, eye damage from direct contact with cleaning chemicals e.g., solvents and detergents. Chemical vapour may cause breathing problems. (SEE COSHH SHEET’S) | * \*All members must take care when cleaning equipment with Brasso and Milton and wash hands immediate after use.
* \*All members are to make sure lids are sealed when Brasso and Milton are not in use.
* \*Hands to be washed after use of antibacterial wipes.
* \*Any COSHH incidents/accident must be reported immediately by the Chair.
 | * \*Brasso and Milton to always kept in equipment cupboard out of reach of children.
* \*Antibacterial wipes to be disposed of properly.
* \*Using low risk cleaning substances such as cream cleaners and anti bac wipes in accordance with manufacturer’s instructions (see COSHH sheets)
 | Members to receive basic information on COSHH/ hazards  | Each training night  When accessing the Rossendale Drum Majorettes.    | Annually or when a risk/incident occurs    |
| **RIDDOR**  | Infection prevention and control – managing outbreaks of infections/diarrhoea and vomiting (D&V)    | * \*Any RIDDOR incidents/accident must be reported immediately by the Chair.
* \* Staff and visitors could be exposed to infections if they come into contact with infected individuals or following cross contamination
 | * \*All members should avoid entering building to avoid transmission
* \*People should avoid using corridors to reduce the chance transmission of the infection
* \*Hand hygiene procedures to be rigorously enforced (members and visitors), alcohol gel is not effective for D&V unless on clean hands, members and visitors to wash hands following every contact with people that we support
* \*Carry out a deep clean paying particular attention to door handles, handrails, banisters, light switches etc.
* \*Ensure members do not come in for 48 hours following D&V, where agreed with committee.
* \*Notify the H&S Manager where necessary
 |   | Each training night  When accessing the Rossendale Drum Majorettes.     | Annually or when a risk/incident occurs    |
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| **Safeguarding Children at Training & Events**  | * \*The welfare of children/young people are paramount.
* \*All children/young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
* \*Some children/young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues such as health conditions – but not limited too.
* \*Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.
 | * Valuing, listening to and respecting our young people/children.
* Appointing a nominated child protection/safeguarding lead and a trustee/board member for safeguarding.
* Developing child protection and safeguarding policies and procedures which reflect best practice.
* Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
* Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
* Developing and implementing an effective online safety policy and related procedures.
* Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
* Recruiting volunteers safely, ensuring all necessary checks are made i.e. DBS.
* Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
* Implementing a code of conduct for members and volunteers.
* Using our procedures to manage any allegations against members and volunteers appropriately.
* Ensuring that we have effective complaints and whistleblowing measures in place.
* Ensuring that we provide a safe physical environment for our children, young people, members and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
* Recording and storing information professionally and securely.
 |   |   | Each training night  At events on parades  | Annually or when a risk/incident occurs   |
| **GDPR / Social Media**  | All information on public social media sites may be mis-used, potentially leading to identity theft, social engineering attacks or child abduction. | * \*Only sharing photos when GDPR policy has been agreed to by members, parents or guardians and only on the Rossendale Drum Majorettes Facebook page and RDM members group.
* \*All committee and Admins of Rossendale Drum Majorettes Facebook page and RDM members group are to always protect all members data.
 |   | All admins of Rossendale Drum Majorettes Facebook page and RDM members group.Any committee members posting photos. | At all times | Annually or when a risk/incident occurs   |
| **Manual Handling** | All members Musculoskeletal disorders from handling heavy/bulky objects e.g., Mayfield Bellyre’s, Bass Drum, Stick BoxRisk of damage to equipment if dropped or not handled properly | * \*Certain members to receive manual handling training during the first training night
* \*Members must reduce the weight i.e., carry one item at one time.
* \*Ensure only band members are lifting their own allocated equipment only when competent.
 | \*Members with pre-existing health conditions must notify the committee and avoid manual handling | Certain members and all committee. | Each training night  | Annually or when a risk/incident occurs  |
| **Bullying and Harassment.** | * All members.
* Feeling isolated or unappreciated can lead to break down in mental health.
* \*Physical – hitting, kicking, theft, punching, slapping, pushing which results in physical contact.
* \*Verbal – swearing, homophobic or racist remarks, threats, name calling, derogatory intention of abuse.
* \*Emotional – isolating an individual from activities or a group
* \*Deliberate hostility & aggression towards an individual(s)
* \*A victim who is weaker and less powerful than the bully or bullies
* An outcome which is always painful & distressing for the victim
* Bullying can be other forms of violence
* Sarcasm, spreading rumours, persistent teasing
* Tormenting, ridiculing, humiliation
* Racial taunts, graffiti, gestures
* Unwanted physical contact or abusive or offensive comments of a sexual nature.
 | * \*Provide a point of contact where those being bullied can report their concerns in confidence.
* \*Take the problem seriously
* \*Investigate any and all incidents and accusations of bullying
* \*Talk to bullies and their victims separately along with their parents/guardians
* \*Impose sanctions, which may include expulsion from the club for bullies
* \*Inform all members of the club about the incident and action taken if appropriate
* \*Keep a written record of all incidents and the action taken
 | \*All members can reach out to us in person or through the Facebook page or group. | Every person entering building.  | Each training night  When accessing the Rossendale Drum Majorettes | Annually or when a risk/incident occurs    |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 09/20

**Version Control**

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| --- | --- | --- | --- |
| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P002\_A | Emma Carrick | April 2021 | Initial Draft |
| RDM\_P002\_B | Simon Creasey & Emma Carrick | MAY 2021 | Content review and version control |
| RDM\_P002\_C | Emma Carrick | JUNE 2021 | Content review and version control |
| RDM\_P002\_d | Emma Mainwaring | June 2023 | Content review and version control |
| RDM\_P002\_E | Emma Mainwaring | April2024 | Content review and version control |

This policy will be reviewed on an annual basis as a minimum.