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| **Name of activity/ event/ location** | **Section meeting overview** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **Each term / with significant change to environment** |

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| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Lone working** – leaders in the building on their own before others arrive, they may not have anyone aware of any incident which occurs | Leaders | Leaders to arrive at agreed times,  Adults to carry mobile phones with them in case of an incident.  No risky activities to be undertaken whilst alone |  |
| **Tables and chairs (and other obstructions) –** injuries to participants or leaders setting up, moving or collapsing the items. | Young people and leaders | Leaders and Young Leaders to oversee the setting up and moving of tables and chairs.  Tables to be carried by two people at a time.  Chairs to be stacked facing side to the wall to prevent falling, no more than 6 chairs high  Leaders to assist with stacking / unstacking of chairs.  Tables and chairs to be set out at the start of the meeting based on the needs of the evening’s activities, and pushed against the walls until needed. |  |
| **Floor –** slips, trips, falls | All present | Check floor is clear of any obsicals and spills likely to increase risk of tripping or slipping or cause injury if fallen on.  Make sure everyone are wearing appropriate footwear and it is secured to their feet (check laces are tied etc)  Door mat in entrance – everyone encouranged to wipe shoes on arrival, expecially if wet.. |  |
| **Traffic** – injuries from collisions between vehicles and people | Young people, leaders and parents | Clear signage in the car park and marked walkway for pedestrians.  Parents are briefed on safe arrival and departure process.  Leader to supervise from the entrance to ensure that young people arrive in the building safely from the cars. |  |
| **Behaviour** – over excitement at start, end of evening | All present | Section code of conduct in place to set clear expectations of behaviour.  Filler activity available on arrival led by young leader or leader to provide focus for young people.  Clear waiting area for collection and leaders to inform young person when their parent has arrived for collection.  Leader in charge to monitor timings within section meeting to ensure flow from one activity to the next and identify need for fillers if required. |  |
| **Security** – intruder access to the building or young person leaving unattended | Young people and leaders | Once all expected young people have arrived, the premises and section’s arrangements for preventing unauthorised departure and access should be put in place (ensuring that the fire evacuation arrangements are not impeded.)  Leaders will carry mobile phones and leader in charge will have access to InTouch details in case of any emergency.  Leaders to have clear communication with parents on who is dropping off and picking up their child. |  |
| **Kitchen** – injuries from heat sources and sharp items | All present | Limit access to the kitchen to adults only unless part of a programmed activity. |  |
| **Chemicals** – injuries from misuse of cleaning materials | All present | Limit access to chemicals (those used for cleaning) by locking away or putting out of reach of young people.  Adults to supervise any use, including washing up etc. |  |
| **Fire** | All present | All fire exits and escape routes to be checked before participants arrive to ensure unlocked and clear. All leaders & Young leaders know what to do in the event of a fire and where the fire /emergency assembly point is. |  |
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