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| **Location/Site** | St. , Street, Place, Manchester, M99 6MM | **Risk Assessment No:** | 001 | **Date:****Completed:** | xx/xx/23 | **Total Pages:** | 4 |
| **Name of****Activity/Service:****Date:** | YCW Group Meetings/Event Xx/xx/xx | **Completed by:** | Smith Smith (SS)/Jones Jones (JJ)Adults in charge: Smith Jones, Adult Compainions :xxx (First Aider ) xxx |
| **Persons at Risk:** |  |  |  | **All people** | **Approved by:** | xxx (Parish Priest)/xxxx(School DSL) |
|  |  |  | **✓** |
| **Hazard** | **Existing control measures** | **Initial risk\*** | **Proposed control measures, to reduce risk** | **Overall Risk Rating** |
| **L** | **S** | **R** |
| **Safeguarding** | * All children/young people under the age of 18 will need to have a signed parental/carers consent form including emergency contact and ICE medical information. (This will all be completed through the YCW Consent Form)
* All children/young under the age of 18 will need to have a signed parental/carers and young person consent form for any photograph and videoing taken on the day. (This will all be completed through the YCW Consent Form)
* All leaders (xxxx (SS), xxxx(JJ)) have been safely recruited and have valid DBS certificates.
* All children/young people attending will be under the supervision of their own adult companions.
* Adult companions attending have been safely recruited, DBS checked and received safeguarding training.
* All safeguarding concerns to be raised with xx as the DSL for the day with the youth who will report to the DSL of the YCW trustees/police immediately.
 | **1** | **3** | **3** | Young People will register upon arrival.Young people be be advised of code of conduct for the day.Any photos will be taken on a YCW camera and not on any indivdual leaders phone.All atendees will be advised of fire proceedures.Supervision of YP on the day will remain in place.Headcounts undertaken | ***Low*** |
| **Welfare Facilities** | * Adequate Welfare facilities are available including toilets at the Centre.
* All attendees are encouraged to sanitise their hands upon entering the Centre
 | **2** | **2** | **4** | All people are to stay in designated areas only and are not to enter any unauthorised areas.  | ***Low*** |
| **Traffic Management & Parking** | * All attendees will be dropped off via coach directly outside of the venue.
* The street is a cul-de-sac with very limited traffic
 | 2 | 3 | 6 | Adequate supervision of the young people remain with the adult leaders during the disembarkment from the coach | ***Moderate*** |
| **Walking around the Centre and Garden/Grounds** | * All people will be expected to walk around the Centre, Church and Gardens
* Walk will take place along pavements on the highstreet and across a quiet cul-de-sac road
* First aid kits will be available
 | 3 | 2 | 6 | Adult companions and coordinating team to ensure the safe passage of young people across the cul-de-sac | ***Moderate*** |
| **Weather** | * Rooms are well ventilated
* Drinking water will be available all day
* Most activities due to take place indoors
 | 2 | 2 | 4 | Weather and temperature will remain monitored. In the case of high temperatures or rain, all activites will be moved inside. |  |
| **Slips, trips and falls:** | * Ensure all walkways/areas are clear of any obstructions, trip hazards etc;
* Process in place for cleaning up of spillages
* Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event;
* Any obvious trip/slip hazards are signed accordingly.
 | 1 | 3 | 3 | Regular checks before each session to ensure that there are no slip, trip and fall hazards in any of the areas.Centre director to make team to make themselves aware where to access cleaning materias in the event of a spillage in a briefing prior to the start of the event. | **Low** |
| **Injury or First Aid situation** | * First aid equipment is available with the leaders.
* Telephone is available for calling emergency services (If a minor injury occurs, carry out relevant First Aid. If a major injury request support from emergency services i.e. 999 ambulance).
* All accidents or incidents recorded according to the YCW template as well as the St xxxx Centre procedure.
* All incidents will be reported to the relevant parent/carer by the adult companion of the group
 | **2** | **3** | **6** | Additional 1st Aid Kit will be brought with the team : 1st Aiders will at the event– xxx)Adult companions will be briefed about incideny procedure prior to the start of the event. | **Medium** |
| **Fire** | * Leaders to be made aware of ‘Actions on Fire’ and fire evacuation plan on arrival at the Centre.
* Leaders xx will take charge and co-ordinate the emergency plan in the event of an emergency to assist in the evacuation of all personnel including people with disabilities;
* Smoking not permitted on site;
* All emergency exits to be clearly marked and opened;
 | **1** | **5** | **5** | St xxxxx Centre has a detailed fire proceedure which Centre Director, will share with the leaders in a briefing prior to the event. |  |

• Telephone are available for calling emergency services (If a minor injury occurs, carry out relevant First Aid. If a major injury request support from emergency services i.e. 999 ambulance).

**Risk/Priority Indicator Key**

|  |  |  |
| --- | --- | --- |
| **Severity (Consequence)** |  | **RISK / PRIORITY INICATOR MATRIX** |
| Negligible (Slight Bruising, Soreness or Slight Burn | **1** |  | **LIKELIHOOD** | **5** | **5** | **10** | **15** | **20** | **25** |
| Slight (Minor Injury, Bruising or Slight Sprain) | **2** |  | **4** | **4** | **8** | **12** | **16** | **20** |
| Moderate (Fracture, Serious Injury or Severe Burn) | **3** |  | **3** | **3** | **6** | **9** | **12** | **15** |
| High (Hospitalisation, Major Injury, Disablement) | **4** |  | **2** | **2** | **4** | **6** | **8** | **10** |
| Very High (Death, Fatality, Life changing Disability, Closure) | **5** |  | **1** | **1** | **2** | **3** | **4** | **5** |
|  |  |  | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** |  | **SEVERITY (CONSEQUENCE)** |
| Highly Unlikely, Improbable, Very Unlikely | **1** |  |  |  |  |  |  |  |  |
| Unlikely | **2** |  | **Summary** | **Suggested Timeframe** |
| Possible, Potential, May happen | **3** |  | **21-25** | **V High** | **STOP** Immediately **DO NOT** Undertake the Task look and at another process |
| Highly Likely to cause Injury | **4** |  | **12-20** | **High** | Stop and Implement further measures as soon as possible before Proceeding |
| Unavoidable, Almost Certain, Imminent | **5** |  | **6-11** | **Medium** | Within next 3-6 Months |
|  |  | **1-5** | **Low** | Whenever viable to do so 6 – 12 Months |

***If the severity is assessed as 2, and likelihood assessed as 3, then the risk classification will be 2 x 3 = 6 – Medium***