

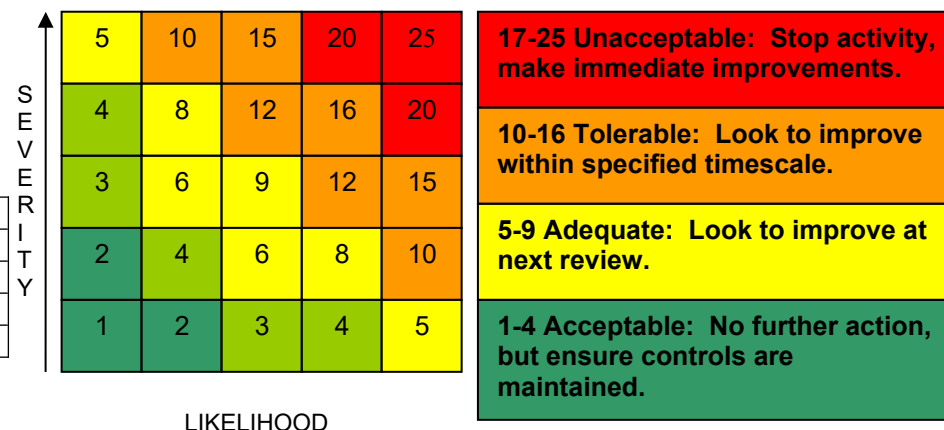
Kent Estuary Youth Review date: April 2025

KEY RISK ASSESSMENT FORM

ACTIVITY – LOCATION

PLEASE ADD FURTHER INFORMATION/HAZARDS IF APPLICABLE

Staff member responsible for risk assessment:	
Date of activity:	
Key: L = Likelihood 1 - 5 S = Severity 1 - 5 R = Risk (L x S)	
Assessing Risk:	
1 – 4 acceptable 5 – 9 adequate 10 – 16 tolerable 17 – 25 unacceptable	



Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
All activities	Numbers taking part - accidents due to unsafe ratios	All participants Cuts, slips, trips, falls, bruising, sprains, breaks etc.	5	4	20	<p>KEY's Ratios are 1:12 in club situations. Moving to 1:8 for short periods at time of high levels intakes as required.</p> <p>The Ratios should also increase if you are doing a higher risk activity, for example if your location is close to water or involves beach fires.</p> <p>These Ratios should be reviewed regularly to meet the needs of the young people and if there is an increase of new intake at a club.</p> <p>These ratios should be reviewed and may need to increase if there is a young person in need of additional support and RA should be amended accordingly</p> <p>The Ratios should also increase if you are doing a higher risk activity, for example if your location is close to water or involves beach fires.</p> <p>Each participant must sign in at the beginning of each session is also so we can be aware of who is taking part in activities if concerns arise. Youth group pack with emergency contact numbers to be easily accessible. Youth club pack including first aid kit to be taken to all</p>	2	4	8

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Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
						outdoor activities. They also need to have completed a consent form as soon as possible, so KEY have consent due to the current health concerns.			
All Activities	Injury due to moving around the designated outdoor space	All Participants Cuts, slips, trips, falls, bruising, sprains, breaks etc.	2	4	8	Ensure that a regular known location is used. At the beginning an onsite RA to be done around uneven ground, safety no broken glass etc. Ongoing RA to take place throughout activity to manage hazards, unsafe placements of equipment etc. Hazards to be removed or made safe and staff/volunteers/young people made aware of risks where necessary. Young people made aware of any risks and alternatives advised put in place.	1	3	3
All Activities	Injury due to walking on or under equipment	All participants Cuts, slips, trips, falls, bruising, sprains, breaks etc.	3	4	12	Monitor and supervise the activity closely and ensure that YP are using the equipment in the correct manner. YP informed of expected appropriate behaviour (e.g. no running). Ensure appropriate staff supervision, staff to spot the group taking part in the activity and stops or readjusts the activity if needed	2	4	8
All activities	Young people not following instructions	All participants Cuts, slips, trips, falls, bruising, sprains, breaks, getting lost etc.	4	4	16	Young People to be given clear health & safety instructions required when taking part in the activities and the behaviour expectations when taking part in the activities. Staff to supervise and end or make adjustments to activities if issues arise.	2	4	8
Use of equipment	Injury due to unsuitable, broken equipment	All participants Cuts, slips, trips, falls, bruising, sprains, breaks etc.	4	4	16	Ensure equipment used is suitable for the activity. Monitor and supervise the activity closely and ensure that YP are using the equipment in the correct manner. Any equipment used such as benches are securely fixed, and staff are supporting the group effectively using the equipment. Clear instructions given before the activity and at any point the activity is halted in necessary.	2	4	8
All activities	Health conditions	All participants Unknown illness, epileptic fit, diabetes, allergic reaction etc	5	5	25	Parental consent must be obtained as soon as reasonably possible from anyone taking part. This is to be aware of any medical conditions, allergies or support needs and emergency contact information for the	3	2	6

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Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
						activities. Support strategies to be identified for each young person needing additional support due to medical or social needs.			
All activities	Medical conditions Inc allergies	All participants Illness, epileptic fit, diabetes, allergic reaction etc	3	5	15	Young people to be always supervised. Ask young people to inform you of any conditions/allergies you may need to know about and check consent forms. Ensure first aid box is readily available Ensure a first aider is present at each session.	2	4	8
Eating	Choking,	All participants Unconsciousness, fatality.	2	5	10	YP supervised and informed to be sensible at the meal, such as not walking around/taking part in activities while eating Qualified first aider at each session, access to phone usage.	1	5	5
All activities	Challenging Behaviour leading to hostile relationships with the potential to turn violent. Fighting/challenging behaviour .	All participants and members of the public injury Cuts, bruises, breakages, head injuries, fatality	2	5	10	Staff and volunteers are to monitor situations and diffuse any challenging behaviour as soon as it arises. Staff and volunteers to maintain their professionalism. Code of conduct to be followed and staff ratios to be correct. Young People reminded of the rules and behavioural expectations. Parents/emergency services called to support where necessary	1	5	5
All activities	Risk from unknown adults	All participants and members of the public physical, emotional harm	1	5	5	Due to using a public space staff/volunteer members to be with the group throughout the activities, be aware of any unknown adults approaching the group. Staff to approach any unknown adult to establish identity and where necessary intervene before the issue escalates. Parents/emergency services called to support where necessary.	1	1	1
Use of shared community toilets	Risk from unknown adults	All participants and members of the public Physical, emotional harm	3	5	15	Plan in place re toilet access during the session, if a local building permission sought previously to use their facilities. Adult support access to facilities to ensure safe due to potential other users.	2	5	10

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Additional preventative and protective measures: Code of conduct agreed between all participants prior to activity including statement that alcohol/smoking is prohibited. Emergency evacuation procedures should be discussed and understood on arrival at the venue. Young people participating in this activity have been made aware of the risks: This risk assessment has been shared and agreed by all participants.									
OTHER STAFF AND YOUNG PEOPLE INVOLVED IN THIS ACTIVITY									
I have read and understood all the above information (sign & date) _____									