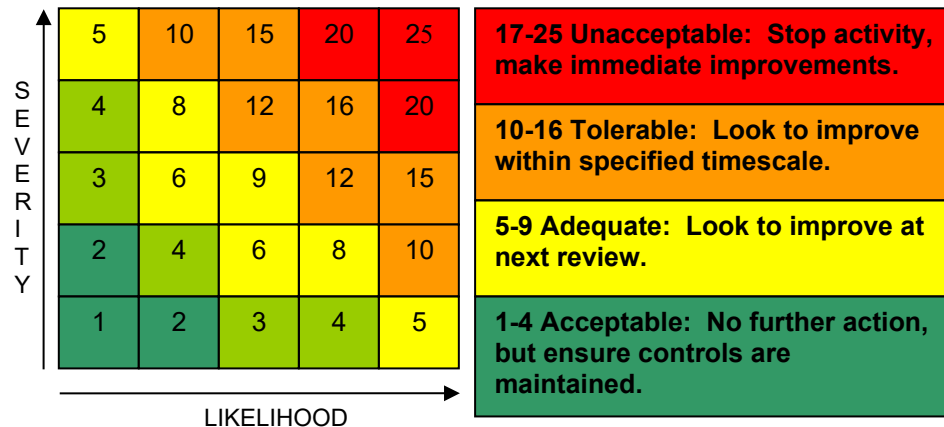


KEY RISK ASSESSMENT FORM

Milnthorpe Youth Cafe @ Christ the King Hall - Inside Youth Activities
 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	Accidents unsafe staff/young person ratios	All participants Trips, slips falls, cuts, bruising, burns, scalding	5	4	20	KEY's Ratios are 1:12 in club situations. Moving to 1:8 for short periods at time of high levels intakes as required. 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. 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 Each participant must sign in at the beginning of each session. To be aware of who is on the premises. They need to give emergency contact details and report any health conditions when first attending and have completed a consent form as soon as possible. KEY staff need access to this information at each club in case an issue arises.	2	4	8
Entering the building	Injury due to uneven floor, hazards etc.	All Participants Trips, slips falls, cuts, bruising, burns, scalds	2	4	8	The youth group has access to their own entrance and exit to the building and their youth facilities. Ensure outside lighting is adequate for safe access to the building. In icy weather, advised to be careful re access were necessary and staff/ volunteer to be present when used where possible.	1	2	2

Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
						Ongoing RA over safety need re-entering the building as things change and staff/volunteer to support to implement safe changes.			
All Activities	health conditions	All participants Trips, slips falls, cuts, bruising, burns, scalding Epileptic fit, diabetes, allergic reaction etc	5	5	25	Parental consent must be obtained as soon as reasonably possible from anyone under 16 yrs taking part. This is to be aware of any medical conditions, allergies or support needs and emergency contact information for the activities. Support strategies to be identified for each young person needing additional support due to medical or social needs.	3	2	6
Moving around the building	Injury due to uneven floor, hazards etc.	All participants Trips, slips falls, cuts, bruising, burns, scalding	3	5	15	Refer to individual building risk assessments/check list to ensure all needs are met in relation to the individual buildings. Hazards to be managed as soon as possible and acted on by all staff or volunteers present. Ongoing RA to take place re trip hazards, unsafe placements of equipment etc before each activity. Hazards to be removed or made safe and staff/volunteers/young people made aware of risks where necessary	1	4	4
Using equipment	Broken equipment causing injury	All participants Trips, slips falls, cuts, bruising, burns, scalding	3	5	15	Check items before use, any broken equipment to be repaired/replaced items should be returned storage and not be used during the session if they cause a risk.	1	4	4
Using the kitchen	Injury due to using equipment inappropriately or without the correct knowledge.	All participants Trips, slips falls, cuts, bruising, burns, scalding	4	4	8	Qualified first aider with the group, access to phone usage. – building checks. Ensure there is adult supervision and small numbers – correct ratios in Kitchen (1:6 max).	1	3	3
All Activities	Medical conditions, illness, including allergies	All participants Trips, slips falls, cuts, bruising, burns, scalding 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, allergic reaction	All participants Sickness, anaphylaxis unconsciousness, fatality.	2	5	10	Parent Consent forms checked for allergies and YP aware of their responsibility for their own choices. YP supervised and informed to be sensible at the mealtimes, for example no running around while eating. Allergies: Forms to be checked. Any with serious allergies no at-risk products eg nuts to be on site when they attend to ensure their safety.	1	5	5

Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
						Make YP aware of who the first aider is. Ensure one first aider is present throughout the residential.			
All Activities	Challenging Behaviour leading to hostile relationships, bullying, with the potential to turn violent., fighting/challenging behaviour could cause injury.	All participants 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. All young people supported and a plan to be established for any ongoing bullying issues 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	Staff/volunteer members to be with the group throughout the activities, be aware of any unknown adults entering the building. 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. Building RA is needed if it is a shared building.	1	1	1
<p>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.</p>									
<p>OTHER STAFF AND YOUNG PEOPLE INVOLVED IN THIS ACTIVITY</p> <p>I have read and understood all the above information (sign & date) _____</p>									