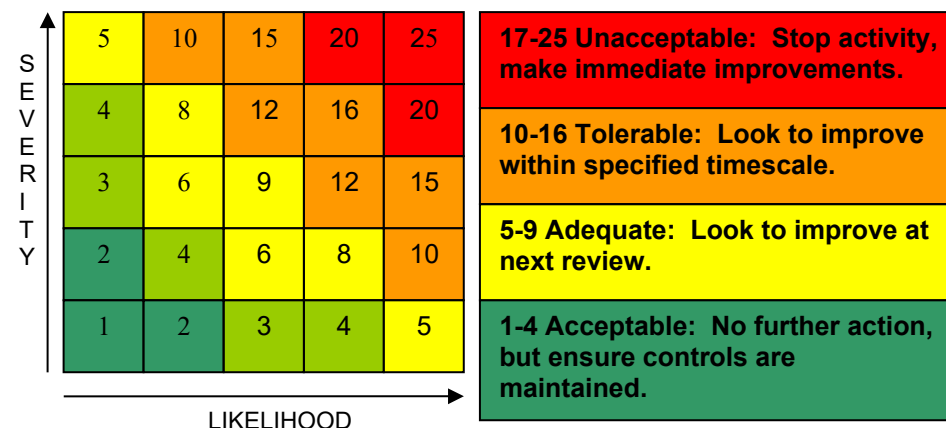


KEY RISK ASSESSMENT FORM**Activity - YOUTH CLUB ART WORKSHOPS - location****PLEASE ADD FURTHER INFORMATION/HAZARDS IF APPLICABLE**

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 / areas	Cuts and serious injuries due to sharp edges, Glue gun, plyers, wire, knife, scissors etc.	All participants burns, scalds, Blisters, Cuts, Bruises, Sprains, Breaks.	4	4	16	Participants to use the correct equipment provided and are shown by staff how to use effectively. Ensure correct staff supervising ratio-: using the equipment at a time depending on the needs of the group, reduce ratios where necessary. <i>(KEY is following the NSPCC recommends: Ages 9 – 12: 1 adult to 8 children Ages 13 – 18: 1 adult to 10 children These ratios should increase if there is a young person in need of additional support and RA should be amended accordingly).</i> Staff to make safety calls if the equipment is not being used safely. First aider to be present during activity.	2	2	4
Use of Hazardous substances	Contact with hazardous substances	All participants burns, scalds, inhalation	3	5	15	All participants to use a mask during use of the spray paints. Young people instructed on proper use of the equipment. Activities to take place outside to ensure good ventilation. Small numbers of young people to take part at any given time and staff to supervise to ensure young people are abiding by safety regulations and behaving appropriately. Ensure hazardous substances are locked away after use and COSHH guidelines are followed. If the hazardous substances cannot be locked away, they should be put out of reach, be easily identifiable and the product information easily to hand.	1	4	4
All Activities	Faulty, Poorly Maintained or Unsuitable Equipment	All participants. Blisters, Cuts, Bruises,	2	4	8	Check equipment safety/PAT certificate. Ensure young people listen to instructions. Visually check equipment before use and	1	4	4

Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
		Sprains, Breaks.				do not use if not satisfied.			
All Activities	Inappropriate Use of Equipment	All participants. Blisters, Cuts, Bruises, Sprains, Breaks.	3	2	6	Monitor and supervise the activity closely and ensure that YP are using the equipment in the correct manner.	1	2	2
All Activities	Challenging Behaviour leading to hostile relationships with the potential to turn violent. - accidents due to physical aggression/challenging behaviour	All participants Injury examples - cuts, Bruises, Sprains, Breaks.	3	2	6	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.	1	2	2
All Activities	Injury from spills, equipment left in inappropriate places	All participants Slips, trips & fall Cuts, bruising, sprains, breaks.	3	4	12	Keep all areas clear and free of objects. Young people supported during the activity and advised of uneven footing etc. Ensure any spillages are cleared up immediately. YP informed of appropriate behaviour (e.g. no running), Ensure appropriate staff supervision.	1	4	4
Eating	Choking	All participants Unconsciousness, fatality.	2	5	10	Young people informed - no eating during activities. Young people to be supervised and informed to be sensible at the meal. Qualified first aider with the group. Parent Consent forms checked for allergies and YP aware of their responsibility for their own choices.	1	5	5
All Activities	Medical conditions	All participants epileptic fit, asthma, diabetes etc caused by the lights	2	3	5	Young people always supervised. Consent forms are essential, and staff informed of any participants with medical conditions. Parents / guardians contacted regarding specific needs if a young person presents with a specific medical need and individual risk assessment created to ensure their safety and continued inclusion in activities. Young people advised to bring medication needed and store in a safe place. Any medication brought by the young people will be their responsibility. Minimum of one member of staff at each session/bubble must be first aid trained. All incidents to be recorded after the activity. First aider to have access to a phone that has credit and is working.	2	2	4

Assessment before action						Assessment after action			
Activity Description	Foreseeable Hazard	Who might be harmed, and how?	L	S	R	Control Measures	L	S	R
Additional preventative and protective measures: Code of conduct agreed between all participants including statement that alcohol/smoking is prohibited. Emergency evacuation procedures should be discussed and understood on arrival at the venue. 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) _____									