

A PLACE TO BE 2022 YOUTH GROUP - RISK ASSESSMENT

FUNCTION/LOCATION: A PLACE TO BE runs out of Shottermill Jnr Sch with the use of both indoor and outdoor spaces The Club provides a place for young people of secondaryschool age (11-14) to hang out and take part in various activities organised by the youth leader					
Category	Hazard	Control	Review timing	Level of Risk	Control
1) Layout of the building and surrounding outside area	<p>The School is maintained by its site team –damage to building through wear and tear e.g. loose slabs, electrical appliances</p> <p>FIRE</p>	<p>Regular checks to building and outside area by Youth Leader</p> <p>Emergency exits/door to be kept clear (and not locked during youth club) No Candles to be used at Youth Club</p>	Monthly	Low	<p>School to be made aware of any damage/breaking.</p> <p>Fire procedure – to evacuate building (meeting point by tennis courts gates)</p>
2) Outdoor Spaces	<p>Broken glass Play equipment Steps</p>	<p>Regular checks to be carried out</p> <p>Youth members to be advised to report anything they see to Youth Leader/volunteer and NOT TO TOUCH themselves</p>	On each occasion/Monthly	Low	Regular checks to spaces used, hazards reported to school

3) Safeguarding	Youth Leader and regular volunteers to have the necessary DBS checks	Safeguarding Policy Confidentiality Policy Allegations Policy & procedures	Policies review yearly		MC/YL to arrange DBS checks. To adhere to Safe guarding and copies issued to volunteers All staff/volunteers to read the Safeguarding policy and are aware of the procedure if a disclosure is made to them.
4) Safeguarding – throughout sessions		All young people to sign in/out of each session using the designated register locking up Torches/phone torches to be used by young people in darker evenings Do not let adults (or teenagers) who are under the influence of alcohol/drugs or display aggressive behaviour in to the session Youth Leader/volunteers should never take a young person home	On each occasion		Registration desk to be manned and checked Youth Leader/Volunteer to be on door/outdoor duty/look out and to have torch with beam Outdoor play only in lit areas Car Park is out of bounds. No playing near gates or roadside Above (call 999 if there is an immediate perceived risk. Youth Leader and volunteers to assess situation and gather everyone together at a safe place) IF there are unusual circumstances, there MUST be two adults

		<p>Parental/guardian consent to be given for taking and sharing photographs</p> <p>Personal safety awareness – parental/guardian to sign membership form giving consent for participation in activities</p> <p>Young person to sign membership form confirming they have read the behaviour agreement</p> <p>All young people to be made aware of the ground rules</p>			<p>Youth Leader (or nominated volunteer DBS checked) to take pictures. If personal device used, to delete once transferred to hard drive</p> <p>Membership forms issued to all members and kept by Youth Leader</p> <p>As above</p> <p>Youth Leader to inform all young people</p>
5) –Kitchen					

6) Personal Safety	Injuries: Accidents, slips, trips, falls, bumps, silly behaviour, over excitement resulting in escalating dangerous behaviour	Ensure area is clear of obstacles; electrical leads are positioned carefully or covered-up safely; avoid trip hazards. Floors to be dry and spills to be cleared-up immediately. numbers not to be more than 80 members	On each occasion	Low	Youth Leader/volunteer to set up and check for hazards 1st Aid kit and accident book 1st Aid training
7) Personal safety	Behaviour: inappropriate, aggressive or disruptive behaviour, bullying	Ensure young people are aware of the ground rules including expectations regarding acceptable behaviour. Inform them of this when they start and remind as appropriate	On each occasion/as need	Low	When a person's behaviour is disrupting the Youth Leader/volunteer should remind them of the expectations regarding behaviour. If the behaviour continues, the young person/s will separated from the main group explaining why and chance to calm down. IF the behaviour is unmanageable/unacceptable, the parent/guardians will be informed (this may include collecting the person before the end of the youth club session). It may be necessary to consider excluding the member for a number of sessions (or permanently).

8) Personal safety	<p>Outdoor play: Injuries</p> <p>Young person/s running off from the main group/Youth Club</p>	<p>Refer to injuries section (6) If person has had a fall and is injured to get adult help immediately</p> <p>Ensure young person/s are aware of the ground rules and to remain in pairs or small groups Youth</p> <p>Leader/volunteer helper on door/outside duty</p>			Leader/volunteer helper on door/outside duty
9) Personal safety	Approach/confrontation from the public / verbal comments	<p>Outdoor play <u>MUST in minimum of twos</u></p> <p>Young people to be aware of outdoor play rules and allowed area for play To report anyone in the park area which makes the any young person feel uncomfortable to Youth Leader/volunteer helper</p> <p>Youth Leader/volunteer helper on door/outside duty</p>	On each occasion	Low	<p>To brief all young people of ground rules and behaviour. Including not to approach strangers or to antagonise them.</p> <p>To provide a visual adult presence. Youth Leader/volunteer helper to check out any suspicious activity</p>

10) Personal protection/safety	Broken glass.	NOT to pick up broken glass or needles but to report to youth leader/volunteer helper	On each occasion	Low	To issue correct equipment – litter picks, disposable gloves, bin bags
11) Physical – slips/trips/falls	Personal injury	To wear sensible footwear. To be mindful of environment.	On each occasion	Low	5) Physical Work – slips/trips/falls
12) Craft activities	Cuts, inappropriate use of equipment and craft materials	Only provide craft activities which are age appropriate Activities to be supervised/overseen by adult Use child friendly equipment such as blunt ended scissors and washable craft glue	On each occasion	Low	Activities to be adult supervision
13) Food preparation and cooking	Food poisoning, allergies Cuts, burns Cleanliness of equipment	Ensure good food handling hygiene To collect food allergy and dietary requirements Activities to be supervised/overseen by adult Kitchen to be adult supervised			Wash hands before food preparation Food stored appropriated List of allergies accessible for all youth workers/volunteers; avoid activities which risk allergy (i.e nut) Sharp knives to be kept out of reach and used only as necessary Food handling training 1 st Aid kit to be available
14) Games	Injuries	See injuries section above Large equipment to be set-up / taken down by two people	On each occasion	Low	Equipment to be checked regularly