Instructions

For each activity to be considered:

Identify

1. What could go wrong Consider possibilities of what MIGHT happen

2. What harm could it cause What is the worst case that could happen as a result – damage to property, personal injury, disablement, death?

3. Who is at risk Who is likely to be directly affected – children, vulnerable adults, anyone in the vicinity?

4. What is the risk level Based on possible harm, assign a value (1 to 5) of the potential risk

5. Probability of happening How likely might be the occurrence? Assign a value (1 to 5) of the probability of it happening

6. Severity Multiply the values of columns 4 and 5

7. How can the probability of happening be reduced

Can action be taken to reduce or remove totally the possibility of it happening. State what this will be

8. Revised probability of happening

What is the reduced likelihood of it happening?

9. Revised severity Multiply columns 4 and 8

In assigning values, 1 is least, 5 is greatest.

Severity. All levels of severity of 6 and above MUST be examined for reduction, ALL levels other than 1 should be considered for reduction where possible.

If a severity remains above 10 after considering reduction of the risk of happening, measures must be taken to reduce or remove the potential hazard before proceeding.

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| Behaviour | Minor injuries, fractures, eye injuries | Youth and leaders | 3 | 4 | 12 | Plan activities appropriate for the space and attendees. Ensure enough experienced staff are present for adequate supervision. **Ensure** attendees know the ground rules and are aware of the consequences of breaking them. | 2 | 6 |
| Slips, trips, falls | Minor injuries, fractures, eye injuries | Youth and leaders | 2 | 2 | 4 | Control behaviour. Ensure spillages are cleaned up in ALL areas | 1 | 2 |
| **Kitchen**  See also ‘Kitchen’ risk assessment | Scalds, burns, cuts  Food poisoning  Allergic reaction | Youth and leaders | 4 | 3 | 12 | No youths in the kitchen without close supervision for working practices and hygiene requirements.  Ensure ALL present (youth and leaders) complete a form declaring any known allergies.  Ensure that the locked storage cupboard is actually locked. | 1 | 4 |
| Safeguarding | Physical, emotional and sexual abuse  Sexual exploitation  Emotional distress  Risk of an increased dependency on a worker | Youth | 3 | 2 | 6 | All staff have DBS certification and regular safeguarding training.  Staff/youth ratio not less than 1 to 4, with a minimum staff of 3.  Details of Church safeguarding officer, and other external safeguarding and advice contacts to be available | 1 | 3 |
| Fire  Fire contd | Risk to life, personal injury and property | Youth and leaders | 5 | 1 | 5 | Ensure all present are aware of the fire escape route, and that the route is clear.  All to be made aware of the fire assembly point, and the need to gather there on evacuation.  Leaders to be aware of the building address and postcode if emergency services are needed.  Fire instructions, address, and postcode are on the Church Information notice board in the main hall. | 1 | 5 |
| Outside events and activities | External activities by this group will require a separate risk assessment for each activity |  |  |  |  |  |  |  |