

ACTIVITY: 15UP	DATE OF ASSESSMENT: 06/03/18	ASSESSMENT REVIEW DATE: 06/03/19
VENUE & ADDRESS: New Life Church, West Rd, Congleton, CW12 4EY		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell		SIGNED:

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
Car park	Young people, volunteers and staff could suffer minor, serious or fatal injuries if struck by vehicles in the car park or on the main road (West Road). The car park is a large space with additional parking to the rear of the building. The car park can become very busy. Young people, volunteers, staff, visitors could be put in a vulnerable position if approached by a stranger when outside.	<ul style="list-style-type: none"> Parents/Carers to accompany young people into the building (unless agreed otherwise) and sign in Everyone signs in and out Young people do not leave the building without their parent/carer (unless agreed otherwise) Young people are supervised at all times by staff and volunteers during the activity Mobile phone is charged and ready to use Up to date emergency contacts available FFL staff are first aid trained First aid kit is available and ready to use Group remain in the hall during the activity with the exception of using the field on some sessions 	<ul style="list-style-type: none"> Friends for Leisure staff are easily recognisable – blue hoody’s If it is an activity not at New Life Church the risks are acknowledged on the activity plan 	Staff/Lisa	Ongoing at every session	
Fire & Electrical Equipment	Staff, young people, volunteers, visitors could suffer injuries from smoke inhalation or burns or shocks	<ul style="list-style-type: none"> Fire Doors in the building – one directly opposite the room we will be using. All electrical equipment is PAT tested at the venue 	<ul style="list-style-type: none"> Each session the emergency contact list is kept near to the fire exit in case of emergency Fire exits are kept clear at all times 	Staff	Ongoing at every session	

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	<p>from faulty electrical equipment.</p>	<ul style="list-style-type: none"> • Fire Extinguisher in the building • Fire and smoke alarms tested in the building regularly • Wheelchair accessible • All FFL equipment PAT tested 	<ul style="list-style-type: none"> • Inform all staff, volunteers, young people and visitors where exits are and assembly point is located • Make staff aware of where fire equipment is stored • Make sure everyone signs in and out at every session • List of up to date emergency contact numbers • Mobile is charged and ready to use • Ensure that any new staff, volunteers or young people are aware of procedures • Minimum of 2 members of staff at activity • Staff to young person ratio is 1:8 • FFL staff are first aid trained • First aid kit is easily accessible • Member of staff to go in ambulance • Ensure electrical equipment is fit for use and be aware of the hazards when using electrical equipment • FFL Manager will notify staff when PAT testing is being done in the office so that staff can bring in equipment that needs PAT testing • If there is a bomb threat, FFL staff will follow the fire and bomb procedure 			

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			<ul style="list-style-type: none"> Once outside lead member of staff to conduct a headcount 			
<p>Toilets</p>	<p>Young people, staff, volunteers could get locked in the toilet or hurt whilst unsupervised. Other users could also be using the toilets.</p>	<ul style="list-style-type: none"> Staff to keep track of who has gone to the toilet and how long they have been 2 volunteers/staff to go into the toilet to look for young person Young people are aware of other users in the building Young people are asked to go straight to the toilet and straight back 	<ul style="list-style-type: none"> Volunteers know not to go into the toilets with young people 	<p>Staff</p>	<p>Ongoing throughout activity</p>	
<p>Other members of the public using the venue</p>	<p>Young people, volunteers, staff could get lost in a crowd/go into the wrong room or could be harmed by another member of the public using the venue/facilities.</p>	<ul style="list-style-type: none"> Young people are well supervised by staff and volunteers during the session Group remain together other than when people are using the toilet Mobile phones available and ready to use Up to date emergency contacts for all All attendees are made aware of the possibility of other people using the venue Everybody signs in and out Safe meeting point agreed 	<ul style="list-style-type: none"> Informed in advance if we are in a different room by Louby which will be passed on to the young people Friends for Leisure staff easily recognisable Regular headcounts FFL staff are first aid trained First aid kit is easily accessible Staff to young person ratio is 1:8 Minimum of 2 members of FFL staff Member of staff to go in ambulance 	<p>Lead member of staff and volunteers</p>	<p>Ongoing at every session</p>	
<p>Field at the back of New Life</p>	<p>Young people, volunteers, staff could be harmed when walking to the field (17 steps leading to the field), when playing games (e.g. could</p>	<ul style="list-style-type: none"> Equipment is checked before use that it is fit to use Group are made aware of the steps before setting off to the field. Weather is checked by group leader – if too wet the field is not 	<ul style="list-style-type: none"> Group leader to ask New Life Church to open the gate to the field if required Drinks available Where possible, group leader will inform families if we are going to be using the field so that the 	<p>Staff</p>	<p>Ongoing at every session</p>	

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	<p>become too exhausted, or hurt by equipment) or could slip if the ground was wet. The entrance to the field is just off the back car park therefore the group could potentially be injured by any moving vehicles.</p>	<p>used</p> <ul style="list-style-type: none"> • Grass is fairly flat and there is fencing surrounding the field • FFL staff and volunteers to look out for any hazards and remove where possible • There is an allotment in the field – staff to ensure that the young people do not enter the allotments • There are two benches in the field which will be suitable for anyone that wishes to take a break • Unfortunately there is no wheelchair access, therefore the group leader will decide whether it is possible for the group to use the field • Group are well supervised by staff and volunteers at all times 	<p>group arrive appropriately dressed</p> <ul style="list-style-type: none"> • Friends for Leisure staff easily recognisable • Regular headcounts • FFL staff are first aid trained • First aid kit is easily accessible • Staff to young person ratio is 1:8 • Member of staff to go in ambulance • Any further hazards reported to New Life Church • Staff to young person ratio is 1:8 • Minimum of 2 FFL staff • Up to date emergency contacts available for all • Mobile is charged and ready to use • Assess the needs of any young person with mobility difficulties 			
<p>Indoor games (including pool table, darts, table tennis, board games etc.)</p>	<p>Young people, volunteers, staff and visitors could suffer injuries if they trip over, get hit by something or if the pool table/table tennis table collapses. Darts could cause serious injuries if not used properly or accidents happen. A gas</p>	<ul style="list-style-type: none"> • Rules are set by the group for all to follow • Staff and volunteers to keep an eye on games and ensure they are being played as safely as possible • Ensure floors are clean and free from clutter • Clean up any spillages immediately • Keep games away from stacked chairs/tables or anything else that could fall 	<ul style="list-style-type: none"> • Staff and volunteers to keep an eye on activity to ensure everybody is safe and that nobody is too hot or too tired • Water is available • Staff are aware of any difficulties of the individual young people • Lead member of staff to make new young people aware of the group rules • Risks acknowledged on the activity plan • Staff to young person ratio is 1:8 	<p>Staff and volunteers</p>	<p>Ongoing at every session</p>	

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	<p>hydraulic mechanism is needed to raise and deflate snooker/pool table. Young people, volunteers, staff or visitors could be injured when using this mechanism as the table could collapse. There is a risk to injury to hands, legs or clothes becoming trapped.</p>	<ul style="list-style-type: none"> • Where possible use soft balls • Ensure there is a separate area for games away from others who do not want to take part • Ensure equipment used is in good condition and fit for use • Staff and volunteers give clear rules and instructions • Mobile is charged and ready to use • Young people respect the property of Friends for Leisure and the venue • Young people don't wield pool cues towards other people or other objects. • Darts only to be used if well supervised by staff and volunteers 	<ul style="list-style-type: none"> • Minimum of 2 members of staff • FFL staff are first aid trained • First aid kit is easily accessible • Mobile is charged and ready to use • Up to date emergency contact details available • Member of staff to go in ambulance • Risks acknowledged on the activity plan • Young people are not allowed to use the hydraulic mechanism on the pool table. This will be used by staff and volunteers during the session • Staff and volunteers using the hydraulic mechanism on the pool table are asked to take care when moving the apparatus into position • 2 staff/volunteers to set up the pool table – working together • The heavy wooden cover on the pool table should be lifted and secured carefully • Any new young people are made aware not to use the hydraulic mechanism on the pool table • Any new volunteers are warned about the risks before operating the hydraulic mechanism on the pool table 			
	Young people and	<ul style="list-style-type: none"> • Young people and volunteers are 	<ul style="list-style-type: none"> • Individual risk assessments will 	Staff	Ongoing at	

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Individuals	volunteers may have needs that require extra support or behaviour that requires more supervision.	assessed before coming to an activity and staff are aware of any potential problems <ul style="list-style-type: none"> • Up to date emergency contact numbers are available • Volunteers are paired with young people that require extra support • Extra staff are asked to attend if low on volunteers • Mobile is charged and ready to use • Session leader is advised if a new young person or volunteers is attending for the first time – acknowledged in session plan • P.A's are welcome at our activities to support an individual young person • Parents may be asked to stay to support their child if the child requires more supervision 	be put in place for individual young people if required <ul style="list-style-type: none"> • Risks at each session are highlighted on the session plan • Staff to young person ratio is 1:8 • Minimum of 2 FFL staff at each session 		every session	
Kitchen space + eating, drinking and food preparation (tuck shop)	Young people, staff, volunteers, visitors may be harmed by drink spillages, risk of choking on food, allergies to certain foods, food poisoning through contamination. Young people, Staff, Volunteers, visitors could be harmed by sharp knives, other utensils, heavy objects, the hot water,	<ul style="list-style-type: none"> • Young people are asked not to run whilst drinks are being consumed • Food and drink should be finished before activity resumes • Lisa and Abi are both food hygiene trained • Any food allergies are known to staff. Any individuals preparing food are made aware of allergies • Instructions from parents regarding food and drink are followed 	<ul style="list-style-type: none"> • Ask young people to sit down whilst eating and drinking • Follow kitchen H&S guidelines • Wash hands, soap dispenser • Clean/prepare area • Aprons available • Anti-bacterial spray • Colour coded chopping boards • Minimum of 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Member of staff to go in ambulance 	Lisa	Ongoing (adding each new young person)	
				Staff	Ongoing at every session	

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	the cooker or chemicals.	<ul style="list-style-type: none"> • Kitchen hatch doors are fully open and secured and closed after the session has finished • Young people are only allowed in the kitchen when supervised by an adult • Check that the ingredients are in date before use • Staff are first aid trained • First aid kit is easily accessible and ready to use • Only staff and volunteers to use the ovens • Young people are well supervised at all times by staff and volunteers • All tables will be cleaned before use • Staff are aware of any volunteers with physical difficulties that may need extra support in the kitchen • All electrical equipment is PAT tested at the church 	<ul style="list-style-type: none"> • Mobile phone is charged and ready to use • List of up to date emergency contacts available for the whole group • Spillages are cleared away as soon as possible • Staff and volunteers know to keep an eye on the kitchen • Ask young people to sit down whilst eating and drinking • If required extra volunteers will be asked to support in the kitchen 			
Young people could run off	Young people could suffer injuries or be harmed if they run off. Volunteers, staff and visitors could also be injured by young people running off if they run after them or if they get banged into, for example.	<ul style="list-style-type: none"> • Young people sign in/out • Young people are known and assessed before activity • Staff are aware of any young people who are likely to run off • Personal profiles in folder 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Young people well supervised and engaged • Make volunteers aware of any young people who may run off on the activity plan • Up-to-date emergency contact list is available for all • Mobile phone is charged and 	Staff	Ongoing at every session	

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			ready for use <ul style="list-style-type: none"> • Staff to keep a mobile on them incase young person runs off • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Any risks acknowledged on the activity plan 			
<p>Stacked chairs and tables</p>	<p>Staff, young people, volunteers and visitors may be injured by falling chairs or tables or by carrying objects that are too heavy. Tables are stored in the corridor leaning on the walls. This could cause injuries if they fall.</p>	<ul style="list-style-type: none"> • Put away chairs and tables after use • Staff and volunteers to stack chairs and move tables. Young people can move single chairs if they are capable of doing this. • Tables to be stored carefully in the corridor ensuring that they are positioned securely • Staff & volunteers know that they must stack tables and chairs safely so they do not collapse • Tables to be carried by 2 people • Staff and volunteers only to lift objects that they are capable of lifting • Young people should not attempt to move, put up or put down tables as they are heavy and fingers could be trapped 	<ul style="list-style-type: none"> • Make sure chair/table legs aren't poking out • Ensure nothing is stored on top of chairs or tables • Ensure tables are fully erected and stable • Young people are made aware not to climb on stacked chairs or tables • Staff and volunteers to ensure that if any young people are moving chairs that they are capable of doing this. If the young person is struggling they are asked not to continue. • When tables are packed tightly it is important that two people move tables as fingers can get trapped • Young people are asked not to attempt to move tables • FFL staff are first aid trained • First aid kit is easily accessible • List of up to date emergency contacts available for all • Mobile is charged and ready to 	<p>Staff</p>	<p>Ongoing at every session</p>	

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			use <ul style="list-style-type: none"> Any hazards reported to the venue 			
Slips, trips and falls	Young people, staff, volunteers, visitors could suffer injuries if the slip eg on spillages or trip over objects. The flooring in the hall is wooden/laminated flooring which can become slippy.	<ul style="list-style-type: none"> Chairs stacked safely Tables used for activities Good lighting Staff and volunteers to supervise activity Visual check at every session Enough space to move around tables and chairs 	<ul style="list-style-type: none"> Any spillages to be cleaned up as soon as possible First aid box easily accessible FFL staff are first aid trained Ensure floors are free of clutter No running where other children are working on an activity Up-to-date emergency contact list is available Mobile phone is charged and ready for use Risks acknowledged in the activity plan Any hazards at the venue are reported to Jade who reports them to the venue Young people are asked to wear appropriate footwear 	Staff	Ongoing at every session	
Manual handling (e.g. stacking chairs, lifting tables, lifting boxes etc)	Volunteers or staff could risk injury if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Staff & volunteers know that they must stack tables and chairs safely so they do not collapse Staff and volunteers to move tables & chairs. Young people can move single chairs if they are capable of doing this. Tables to be carried by 2 people Any other heavy objects must be carried safely by 2 or more people Staff and volunteers only to lift objects that they are capable of 	<ul style="list-style-type: none"> Staff and volunteers to ensure that if any young people are moving chairs that they are capable of doing this. If the young person is struggling they are asked not to continue. 	Staff and volunteers	Ongoing at every session	

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		lifting				
Young person, volunteer or staff member could become ill or injured	Person who is ill, other volunteers and other young people may be left alone or unsupervised.	<ul style="list-style-type: none"> • Up-to-date emergency contact numbers available for the whole group • Each person is assessed and staff are aware of any health problems they may already have • Mobile phones are charged and ready to use 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Young people well supervised by staff and volunteers • Member of staff to go in ambulance • Risks acknowledged in the activity plan • First aid kit is easily accessible and ready to use • FFL staff are first aid trained 	Staff	Ongoing at every session	
Not all volunteers are DBS checked	Not all the volunteers are DBS checked as it is a group setting. Young people could stand/talk to volunteers that are not DBS checked in the kitchen where staff may not be able to see therefore creating a potential safeguarding risk.	<ul style="list-style-type: none"> • Staff are aware which volunteers do and do not have a DBS check. • Staff ensure that none of the volunteers without a DBS check are left alone with a young person • Minimum of 2 members of FFL staff supervising the group • Group stay together in one room except if young people are in the kitchen with a staff member or volunteer with a current DBS or if a young person goes to the toilet. 	<ul style="list-style-type: none"> • Staff know to keep their eye on the kitchen • Volunteers and staff are aware to encourage the young people back to the main hall as soon as possible 	Staff	Ongoing at every session	
Other venues	When using another venue there could be additional risks.	<ul style="list-style-type: none"> • Additional risks acknowledged on the activity plan 	No further action required	Staff	Ongoing at every session	
Activities	When doing certain activities there may be additional risks.	<ul style="list-style-type: none"> • Additional risks acknowledged on the activity plan 	No further action required	Staff	Ongoing at every session	

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<p>If staff cannot attend activity (low staff)</p>	<p>Young people, volunteers, other staff as not appropriately supervised</p>	<ul style="list-style-type: none"> Trustees will be asked to step up and act as a member of staff if we do not have staff to attend the activity There is a document available for trustees about the responsibilities this entails and what is expected Staff are aware that trustees are not DBS checked and therefore should not be left alone with young people. 	<p>No further action required</p>	<p>Staff</p>	<p>Ongoing at every session</p>	
<p style="text-align: center;">RELEVANT INSURANCE DETAILS:</p> <p>Organisation: New Life Church Insurer: Ecclesiastical Insurance Office plc Cover: Commercial Combined Expiry: 31st March 2019 Policy No: 02/CBP/9055269</p> <p>Organisation: Friends for Leisure Name of Insurer: Markel Expiry date: 31.3.19 Type of cover: Public & Products £10 million, Professional Liability £1 million and Management Liability £250,000 Policy number: A66927/0418</p>						
<p style="text-align: center;">ADDITIONAL INFORMATION:</p>						

