

ACTIVITY: Breakfast Club	DATE OF ASSESSMENT: 25/09/2018	ASSESSMENT REVIEW DATE: 1/09/2019
VENUE & ADDRESS: What's Happening on North Street, North Street, Crewe, CW1 4NJ		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell-Jones		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
Fire & Using electrical equipment	Staff, young people, volunteers, visitors could suffer injuries from smoke inhalation or burns from fire or shocks from faulty electrical equipment	<ul style="list-style-type: none"> • 2 Fire exits - Fire exit signs on all exits and exits kept clear of obstacles • Meeting point on the car park (street lighting on car park) • No smoking allowed in building • All cooking by trained staff and volunteers only • Smoke detector in place • Fire extinguishers in place (water and CO2), fire blanket in kitchen • Weekly testing of the fire alarm and sounders to be recorded by venue • Monthly test of emergency lighting by venue • Venue avoid build-up of flammable or combustible items • Venue do not keep flammable items close to sources of ignition • All FFL equipment is PAT tested and annual PAT testing is conducted at venue 	<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 contacts for all are available • Mobile is charged and ready to use • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Member of staff to go in ambulance • Staff to young person ratio is 1:8 • Minimum of 2 members of staff at activity • Lead member of staff to conduct a headcount when outside • FFL Manager will notify staff when PAT testing is being done in the office so that staff can bring in equipment that needs 	WHONS staff and FFL staff	Ongoing at each session	

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			PAT testing • If there is a bomb threat, FFL staff will follow the fire and bomb procedure			
Main Road/Car park	Young people, staff, volunteers, visitors could suffer minor, serious or fatal injuries if struck by vehicles in car park or on road. The car park is only small.	<ul style="list-style-type: none"> Meeting point is in a safe place – inside venue Parents/carers to walk child to safe meeting point and pick them up in a safe meeting place at the end of the session, unless agreed otherwise. 	<ul style="list-style-type: none"> 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 within the venue for the session 	Staff	Ongoing at each session	
Individuals	Young people and volunteers may have needs that require extra support or behaviour that requires more supervision.	<ul style="list-style-type: none"> Young people and volunteers are assessed before coming to an activity and staff are aware of any potential problems Young people are paired with a volunteer or member of staff if they may require extra support Extra staff are asked to attend if low on volunteers Up to date emergency contact numbers are available for all Mobile is charged and ready to use 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 needs more supervision 	<ul style="list-style-type: none"> Individual risk assessments will be put in place for individual young people if required Staff to young person ratio is 1:8 Minimum of 2 FFL staff at each session Individual risks highlighted on the emergency contact list 	Staff	Ongoing at each session	
			<ul style="list-style-type: none"> Each young person will have their own profile to be kept in the folder which will be kept up to date (updated at the end of each term) 	Jade	Ongoing	

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		<ul style="list-style-type: none"> • Session leader is advised if a new young person or volunteers is attending for the first time 				
Slips, trips and falls	Young people, staff, volunteers, visitors could suffer injuries if they slip eg on spillages or trip over objects	<ul style="list-style-type: none"> • Tables & chairs used whilst eating/drinking • Good lighting • Carpeted, non-slip flooring • Enough space to move around tables and chairs 	<ul style="list-style-type: none"> • Any spillages to be cleaned up as soon as possible • Staff are first aid trained • First aid box easily accessible and ready to use • Ensure floors are free of clutter • No running • Any hazards at the venue are reported to WHONS staff • Up to date emergency contact details available for all. • Mobile is charged and ready to use 	Staff	Ongoing at each session	
Young people could run off	Young people, volunteers, staff, visitors	<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 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio 1:8 • Young people well supervised and engaged • Individual risks are highlighted on the emergency contact list • Up-to-date emergency contact list is available for all • Mobile phone is charged and ready for use • Staff to keep a mobile on them incase young person runs off • Staff to keep an eye on the exits within the venue 	Staff & volunteers	Ongoing at each session	
Manual handling (Stacking chairs, moving tables, lifting)	Volunteers or staff could risk injury if they try to lift objects that are too heavy or	<ul style="list-style-type: none"> • Only staff and volunteers to move tables & chairs • Tables to be carried by 2 people • Any other heavy objects must be 	<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 	Staff/Volunteers	Ongoing at each session	

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boxes/bags)	awkward	carried safely by 2 or more people <ul style="list-style-type: none"> • Staff and volunteers only to lift objects that they are capable of lifting 	young person is struggling they are asked not to continue <ul style="list-style-type: none"> • Individuals to ensure they are moving and lifting items safely 			
Young person or Volunteer or Member of Staff is injured or ill	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 each person at every session • Each person is assessed and staff are aware of any health problems they may already have 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio of 1:8 • Young people well supervised by staff and volunteers • Member of staff to go in ambulance • First aid kit is easily accessible and ready to use • FFL staff are first aid trained • Ensure the session is adequately staffed • Mobile phones are charged and ready to use 	Staff	Ongoing at each session	
Food and Drinks (eating and drinking)	Young people, staff, volunteers, visitors may be harmed by drink spillages, risk of choking on food, allergies to certain foods, and/or food poisoning through contamination.	<ul style="list-style-type: none"> • Young people are asked not to run whilst food and drinks are being consumed • Staff are first aid trained • Parents are asked to inform staff of any allergies or intolerances • 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 • Handwashing facilities available • Minimum of 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Mobile phone is charged and ready to use • List of up to date emergency contact available for all • Member of staff to go in ambulance • Spillages are cleared away as soon as possible • Any hazards at the venue are reported to WHONS staff 	Staff & volunteers	Ongoing at each session	

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			<ul style="list-style-type: none"> If a new young person attends the session, allergies are checked upon arrival Young people are well supervised by staff and volunteers 			
Kitchen	Young people, Staff, Volunteers, visitors could be harmed by sharp knives & other utensils, heavy objects, chemicals or the cooker	<ul style="list-style-type: none"> Young people are not to go into the kitchen – only WHONS staff and volunteers are allowed to use the kitchen 	<ul style="list-style-type: none"> Staff and volunteers to reiterate to young people that they are not to go into the kitchen Staff and volunteers know to keep an eye on the kitchen Minimum of 2 members of FFL staff at activity Staff to young person ratio is 1:8 Mobile phone is charged and ready to use List of up to date emergency contact available for all Member of staff to go in ambulance 	Staff and volunteers	Ongoing at each session	
Games and puzzles	Young people, volunteers, staff could be harmed whilst playing games or puzzles. Young people are encouraged to share these between the group.	<ul style="list-style-type: none"> Staff to ensure that games are fit for use 	<ul style="list-style-type: none"> Any broken games or replacements are reported to Jade Minimum of 2 members of FFL staff at activity Staff to young person ratio is 1:8 Mobile phone is charged and ready to use List of up to date emergency contact available for all Young people are well supervised by staff and volunteers 	Staff and volunteers	Ongoing at each session	
Other members of the public	Young people, volunteers, staff could be harmed by another	<ul style="list-style-type: none"> Young people are supervised by staff and volunteers during the activity 	<ul style="list-style-type: none"> Staff to take regular headcounts and encourage the group to stick together 	Staff	Ongoing throughout session	

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	member of the public	<ul style="list-style-type: none"> • All attendees are made aware of the possibility of other people • Everybody signs in and out • Group remain together 	<ul style="list-style-type: none"> • Mobile phones available and ready to use • Up to date emergency contacts for all available • Friends for Leisure staff are easily recognisable • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 			
Toilets	Young people, staff, volunteers could get locked in the toilet or hurt whilst unsupervised	<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 • Wheelchair accessible toilet 	<ul style="list-style-type: none"> • Volunteers know not to go into the toilets with the young people 	Staff and volunteers	Ongoing at each session	
Not all volunteers are DBS checked	Not all the volunteers are DBS checked as it is a group setting	<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 where possible (only exception would be in the kitchen where we only allow a maximum of 3-4 young people at one time in the kitchen but they would be supervised by a member of staff and the hatch doors remain open so that anyone in the main hall can see straight into the kitchen area) 	<ul style="list-style-type: none"> • No further action required 	Staff	Ongoing at each session	
If staff cannot	Young people, volunteers, other staff	<ul style="list-style-type: none"> • Trustees will be asked to step up and act as a member of staff if 	<ul style="list-style-type: none"> • No further action required 	Staff	Before and ongoing	

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attend activity (low staff)	as not appropriately supervised	we do not have staff to attend the activity <ul style="list-style-type: none"> • 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. 			throughout activity	
RELEVANT INSURANCE DETAILS: 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 <i>Organisation: What's Happening on North Street venue</i> <i>Name of Insurer: Methodist Insurance</i> <i>Expiry Date: 11th June 2019</i> <i>Policy number: 21/MPG/6118878</i> <i>Type of cover: Includes property damage, loss of income, money, theft by officials, liabilities, legal expenses, public liability, employers liability and personal accident.</i>						
ADDITIONAL INFORMATION:						

