

ACTIVITY: CYG	DATE OF ASSESSMENT: 06/03/18	ASSESSMENT REVIEW DATE: 06/03/19
VENUE & ADDRESS: Trinity Church Hall, Waggs Street, Congleton, CW12 4BA		
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 car park or on Waggs Road. The car park is relatively flat. The car park is off a busy road which is used as a cut through for traffic. One of the entrances is close to this road and is at the entrance to the car park. 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 	<ul style="list-style-type: none"> Friends for Leisure staff are easily recognisable – blue hoody’s If it is an activity not at Trinity Church Hall the risks are acknowledged on the activity plan 	Staff	Ongoing at every youth group	
Fire & Electrical Equipment (CD players etc)	Staff, young people, volunteers, visitors could suffer injuries from smoke inhalation or burns or shocks from faulty electrical	<ul style="list-style-type: none"> Fire Doors throughout the building including two large fire doors in the main hall Exits highlighted Fire Extinguishers Wheelchair accessible 	<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 Inform all staff, volunteers, young 	Lead member of staff at activity	Ongoing at every youth group	

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	equipment	<ul style="list-style-type: none"> All FFL equipment PAT tested 	<p>people and visitors where exits are and assembly point is located</p> <ul style="list-style-type: none"> Make staff aware of where fire equipment is stored Make sure everyone signs in and out at every youth group 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 Once outside lead member of 			

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			staff to conduct a headcount			
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 • 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 	<ul style="list-style-type: none"> • Individual risk assessments will be put in place for individual young people if required • 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 • When a new young person attends for the first time this is acknowledged on the activity plan. 	Staff	Ongoing before every youth group	
			<ul style="list-style-type: none"> • Each young person will have their own profile to be kept in the youth group folder 	Jade	Ongoing (adding each new young person)	
Lighting (Dim)	Staff, young people, volunteers, visitors Reduced visibility may cause trips or falls	<ul style="list-style-type: none"> • Ensure that all the lights are switched on 	<ul style="list-style-type: none"> • Assess needs of any young person who may have a visual impairment 	Staff	Ongoing at every youth group	
Young people 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	<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 • Door at the end of the hall (towards main entrance) is kept 	<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 	Staff and volunteers	Ongoing at every youth group	

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	they run after them or if they get banged into, for example.	closed during the session and door towards the kitchen is kept closed <ul style="list-style-type: none"> • Personal profiles in folder 	the activity plan <ul style="list-style-type: none"> • 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 • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Any risks acknowledged on the activity plan 			
Stacked chairs and tables	Staff, young people, volunteers and visitors may be injured by falling chairs or tables or by carrying objects that are too heavy	<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 are stored correctly on the rolling cage and secured using the strap correctly • 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 • Sign on the wall to illustrate how many chairs should be in one stack and this is not exceeded • Young people should not attempt to move, put up or put down tables as they are heavy and 	<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 	Staff and volunteers	Ongoing at every youth group	

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		<ul style="list-style-type: none"> • fingers could be trapped • Chairs stacked safely at the end of the hall 	<ul style="list-style-type: none"> • First aid kit is easily accessible • List of up to date emergency contacts available for all • Mobile is charged and ready to use 			
Slips, trips and falls	<p>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.</p>	<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 the venue • Young people are asked to wear appropriate footwear • Minimum 2 members of FFL staff • Staff to young person ratio is 1:8 • Member of staff to go in ambulance 	Staff	Ongoing at every youth group	
Manual handling (Stacking chairs, moving tables, lifting boxes/bags)	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 	<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. • Up to date emergency contacts available for all 	Staff	Ongoing at every youth group	

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		<ul style="list-style-type: none"> • 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 lifting • Chairs stacked at the back of the room 	<ul style="list-style-type: none"> • Mobile is charged and ready to use • Minimum of 2 FFL staff • Staff to young person ratio is 1:8 			
<p>Young person or Volunteer or Member of Staff is injured or ill</p>	<p>Person who is ill, other volunteers and other young people may be left alone or unsupervised</p>	<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 	<p>Staff</p>	<p>Ongoing at every youth group.</p>	
<p>Tuck Shop (hot/cold drinks and snacks)</p>	<p>Young people, staff, volunteers, visitors may be harmed by drink spillages, risk of choking on food, and allergies to certain foods</p>	<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 • Any food allergies are known to staff • Instructions from parents regarding food and drink are followed • Check that the ingredients are in date before use • Staff are first aid trained • First aid kit is easily accessible 	<ul style="list-style-type: none"> • Ask young people to sit down whilst eating and drinking • Minimum of 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Member of staff to go in ambulance • 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 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group.</p>	

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		and ready to use <ul style="list-style-type: none"> • Young people are well supervised at all times by staff and volunteers 	<ul style="list-style-type: none"> • Allergies are checked before food activities 			
Kitchen	Young people, Staff, Volunteers, visitors could be harmed by sharp knives & other utensils, heavy objects, chemicals or the cooker, danger of kitchen, very hot water in the kitchen which could cause burns.	<ul style="list-style-type: none"> • Young people are only allowed into the kitchen when supervised by an adult and this is acknowledged in the group rules • Any activities that involve using the kitchen must have the risks acknowledged on the activity plan • Only staff and volunteers to use the oven • Check that ingredients are in date before use 	<ul style="list-style-type: none"> • Staff and volunteers know to keep an eye on the kitchen • Group rules and boundaries are outlined to any new young people • List of up to date emergency contacts available for all • Mobile is charged and ready to use • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 • Member of staff to g in ambulance • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Hand washing facilities available • Follow kitchen H&S guidelines • Wash hands, soap dispenser • Clean/prepare area • Aprons available • Anti-bacterial spray available • Colour coded chopping boards • If required extra volunteers will be asked to support in the kitchen • Hot water notice sign is kept in the youth group file and put up at 	Staff and volunteers	Ongoing at every youth group.	

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			each session <ul style="list-style-type: none"> • Young people are well supervised by staff and volunteers throughout the session • Tables are cleaned before food activities take place • When the activity does not involve using the kitchen, the young people are reminded to wash their hands using the sinks in the toilets 			
<p>Indoor games (board games, running races, football, ball games, parachute, etc)</p>	<p>Young people, volunteers, staff and visitors could suffer injuries if they trip over, get hit by something or if something is broken.</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 • 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 	<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 • 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 • Young people are well supervised by staff and 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group</p>	

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		use <ul style="list-style-type: none"> • Young people respect the property of Friends for Leisure and the venue • Young people set the rules and boundaries at youth group and adhere to them. 	volunteers			
Other equipment in the main hall	In the hall, there is a playhouse and piano which do not belong to FFL. This equipment could cause an injury if it was broken or it fell.	<ul style="list-style-type: none"> • Young people are asked not to go into the playhouse • Young people are asked not to go near to the piano • Young people are asked not to touch displays in the room 	<ul style="list-style-type: none"> • Young people are reminded not to go into the playhouse • Any hazards reported to the venue • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 • Up to date emergency contact numbers 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 • Young people are well supervised at all times by staff and volunteers 	Staff and volunteers	Ongoing at every youth group	
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	<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 	<ul style="list-style-type: none"> • Staff and volunteers know to keep their eye on the kitchen • Volunteers are asked to stay insight of staff – often on the plan they are reminded where to stand so that they can be seen, e.g. at the end of the corridor if waiting for someone to come out 	Staff and volunteers	Ongoing at every youth group	

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	may not be able to see therefore creating a potential safeguarding risk.	<ul style="list-style-type: none"> staff supervising the group Group stay together in main hall except if young people are in the kitchen with a staff member or volunteer with a current DBS. 	<ul style="list-style-type: none"> of the toilets The kitchen has hatches that can be open which makes it possible to be seen from the main hall Staff to keep track of where everyone is 			
Other venues	When using another venue there could be additional risks.	<ul style="list-style-type: none"> Additional risks acknowledged on the activity plan 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> No further action required 	Staff	Ongoing at every session	
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 Individual toilet cubicles 	<ul style="list-style-type: none"> Volunteers know not to go into the toilets with the young people. 	Staff	Ongoing at every session.	
Other rooms at Trinity Church Hall	There are other rooms at Trinity Church Hall that are accessible to the group that FFL do not use during the sessions. These include the Nelson Room and upstairs. There is also a storage room where FFL keep equipment for youth group. Young people, volunteers, staff or other visitors could be hurt by various dangers in these	<ul style="list-style-type: none"> The group are aware that FFL sessions take place in the main hall Upstairs and the Nelson Room are out of bounds. The Nelson Room door is kept closed during our sessions. Young people are accompanied by parents and carers into the main hall and collected at the end of the session (unless agreed otherwise) Everyone must sign in and out Young people are not allowed in the storage room unsupervised 	<ul style="list-style-type: none"> If a young person helps to get equipment out of the storage cupboard, they must be supervised by a DBS checked member of staff or volunteer Group remain together in the main hall Staff to keep track of any young person using the toilets and how long they have been Minimum of 2 members of FFL staff Staff to young person ratio is 1:8 Up to date emergency contact numbers available 	Staff and volunteers	Ongoing at every session	

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	rooms. For example the storage room has large games tables leaning on the wall.	due to the dangers	<ul style="list-style-type: none"> • 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 • Young people are well supervised at all times by staff and volunteers 			
If staff cannot attend activity (low staff)	Young people, volunteers, other staff as not appropriately supervised	<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. 	<ul style="list-style-type: none"> • No further action required 	Staff	Before and ongoing 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

Organisation: Trinity Church Hall

Name of Insurer: Methodist Insurance Company PLC

Expiry date: 24th December 2019

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
Type of cover: Public & Products Liability up to £5,000,000 Policy number: 21MPG9127372						
<p style="text-align: center;">ADDITIONAL INFORMATION:</p> Thermostats on taps re – temperature Ramp available if required for wheelchair users or young people with mobility problems						