

ACTIVITY: Crewe Youth Group	DATE OF ASSESSMENT: 27/07/18	ASSESSMENT REVIEW DATE: 1/7/19
VENUE & ADDRESS: All Saints Church, Stewart Street, Crewe, CW2 8LX		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell & Hannah Guthrie		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 Stewart Street. The car park is relatively flat but is a small car park. The spaces are fairly narrow and there is not a lot of room to manoeuvre.	<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 hoodies If it is an activity not at All Saints Church the risks are acknowledged on the activity plan 	Staff	Ongoing at every youth group session	
Fire & electrical equipment (CD players etc)	Young people, staff, volunteers, visitors could suffer from smoke inhalation, burns or shocks from fire or faulty electrical equipment.	<ul style="list-style-type: none"> All FFL equipment is PAT tested <p>Staff are aware of:</p> <ul style="list-style-type: none"> Fire doors Fire exits highlighted Fire extinguishers Assembly point (car park) Wheelchair access 	<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 people and visitors where exits are and assembly point is located 	Lead member of staff at activity	Ongoing at every youth group.	

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			<ul style="list-style-type: none"> • Make sure all staff are aware of where fire equipment is stored • Make sure everyone signs in & out at every youth group • List of up to date emergency contact numbers are kept up to date • Mobile is charged and ready to use • Be aware of hazards when using electrical equipment • Minimum of 2 members of FFL staff • Staff to young person ratio of 1:8 • Ensure that any new staff, volunteers or young people are aware of procedures • FFL staff are first aid trained • First aid box is easily accessible and ready to use • 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 staff to conduct a headcount 			
Stacked chairs and	Staff, young people,	<ul style="list-style-type: none"> • Allow room for moving around 	<ul style="list-style-type: none"> • Make sure chairs are tucked in 	Staff and	Ongoing at	

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<p>tables</p>	<p>volunteers, visitors could be injured by falling chairs or tables or by tripping over them</p>	<p>chairs and tables</p> <ul style="list-style-type: none"> • Put away after use • Staff and volunteers to move chairs and tables. Young people can move single chairs if they are capable of doing this. • Tables are stacked safely against the wall and tied up securely • Mobile phone is charged and ready to use • List of up to date emergency contacts available for all • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Tables to be carried by two people • Staff & volunteers know that they must stack tables and chairs safely so they do not collapse • 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"> • Ensure nothing is stored on top of stacked 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 	<p>volunteers</p>	<p>every youth group.</p>	
<p>Stairs and Balcony</p>	<p>Young people, volunteers, staff and visitors could injure themselves falling on the stairs or over the balcony or be injured from things falling off the balcony.</p>	<ul style="list-style-type: none"> • Young people are not allowed upstairs • No-entry sign and tape available • Only staff and volunteers allowed upstairs 	<ul style="list-style-type: none"> • Rules to be explained clearly to young people • Nothing kept on the balcony • Ensure staff and volunteers take care when carrying up stairs • Staff keep an eye on stairs to ensure that no young people go up them • Group rules explained to any 	<p>Staff</p>	<p>Ongoing at every youth group.</p>	

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			new young people • Wooden stair gate available to use to block the stairs or kitchen			
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 • Staff are aware of any potential problems • Up to date emergency contact numbers available for all • Mobile is charged and ready to use • Personal profiles in folder • Staff know if a new young person or volunteer is attending for the first time – volunteers are made aware on activity 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 needs more supervision • 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 	<ul style="list-style-type: none"> • Any risks identified will be in session plan for staff and volunteers to read • Individual risk assessments will be put in place for individual young people if required • Minimum 2 members of FFL staff • Staff to young person ratio is 1:8 	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 which will be kept up to date 	Hannah	Ongoing for every new young person and keeping them up to date	
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 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 	<ul style="list-style-type: none"> • Young people well supervised and engaged • Door kept shut once activity has started • Min. 2 members of FFL staff at activity • Staff to young person ratio 1:8 • Make volunteers aware of any young people who may run off on activity plan 	Staff and volunteers	Ongoing at every youth group.	

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			<ul style="list-style-type: none"> • Personal profiles kept up to date and in the folder • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • List of up to date emergency contacts for all available • Mobile is charged and ready to use • P.A's welcome at activities • Parents may be asked to stay to support their child if the young person requires more supervision • Young people that require extra support are paired with a volunteer or staff member • Staff to keep a mobile on them incase young person runs off 			
<p>Slips, trips and falls</p>	<p>Young people, staff, volunteers, visitors could suffer injuries if they slip eg. on spillages or trip over objects. In the venue there is a small carpeted area and the rest of the room is a rubbery, lino flooring which could get slippy if wet.</p>	<ul style="list-style-type: none"> • Chairs stacked safely • Enough space to move around tables, chairs & pool table • Carpet in good repair • Visual check at every session • Tables used for activities • Good lighting • Floors kept clean • Staff and volunteers to supervise activity 	<ul style="list-style-type: none"> • Any spillages to be cleaned up as soon as possible • Staff and volunteers look out for any hazards throughout the session and remove them or report them to Jade to report to venue/Marlene if cannot be removed • Ensure floors are free of clutter • No running • Make sure any wires are safely taped to the floor or against the wall • Risks acknowledged in the activity plan • Any hazards at the venue are reported to Jade who reports them to the venue/Marlene 	<p>Staff</p>	<p>Ongoing at every youth group.</p>	

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			<ul style="list-style-type: none"> • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Up to date emergency contact numbers available • Mobile is charge and ready to use • Minimum of 2 members of FFL staff • Staff to young person ratio is 1:8 • Member of staff to go in ambulance 			
<p>Tuck Shop (hot/cold drinks and snacks served)</p>	<p>Young people, staff, volunteers, visitors may be harmed by drink spillages, risk of choking on food, allergies to certain foods, danger of kitchen</p>	<ul style="list-style-type: none"> • Food and drink should be finished before activity resumes • Instructions from parents regarding food and drink are followed • Young people are only allowed in the kitchen when supervised by an adult and young people are made aware of this • Any food allergies are known to the staff • Check that food and drink items are in date before use • Only staff and volunteers to use the oven 	<ul style="list-style-type: none"> • Take care whilst eating and drinking • Young people are asked not to run whilst drinks are being consumed • Young people are asked to sit down whilst eating and drinking • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Mobile is charged and ready to use • List of up to date emergency contacts for all available • Member of staff to go in ambulance • Hand washing facilities available • Spillages are cleared away as soon as possible • Group rules are set and this includes the kitchen • New young people are made aware of the group rules • If a new young person attends, or staff are unsure if someone 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group.</p>	

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			may be allergic to a certain food, allergies are checked upon arrival			
Kitchen	Young people, Staff, Volunteers, visitors could be harmed by sharp knives & other utensils, heavy objects, chemicals, hot water or the cooker	<ul style="list-style-type: none"> • Young people are only allowed into the kitchen when supervised by an adult • Any activities that involve using the kitchen must have risks acknowledged on the plan • No-entry sign and tape available • Only staff and volunteers to use the oven 	<ul style="list-style-type: none"> • Staff and volunteers know to keep an eye on the kitchen • Risks are identified on activity plan to ensure all staff and volunteers are aware • 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 go in ambulance • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Hand washing facilities available 	Staff and volunteers	Ongoing at every youth group	
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 • Each person is assessed and staff are aware of any health problems they may already have • Mobile phones are charged and ready to use • Min. 2 members of FFL staff at activity • Staff to young person ratio 1:8 • First aid kit easily accessible and ready to use • FFL staff are first aid trained 	<ul style="list-style-type: none"> • Young people well supervised by staff and volunteers • Member of staff to go in ambulance • Ensure the session is adequately staffed • Risks acknowledged in the activity plan 	Staff	Ongoing at every youth group.	

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
<p>Manual handling (Stacking chairs, moving tables, lifting boxes/bags)</p>	<p>Volunteers or staff could risk injury if they try to lift objects that are too heavy or awkward</p>	<ul style="list-style-type: none"> • 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 lifting • Chairs & tables stacked safely 	<ul style="list-style-type: none"> • Individuals to ensure they are moving and lifting things safely • 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. 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group.</p>	
<p>Strangers coming into venue/knocking on at the venue</p>	<p>Young people, volunteers, staff could be harmed if people that are unknown to FFL come into the venue</p>	<ul style="list-style-type: none"> • Everyone signs in and out • Everybody is known to FFL • Young people are picked up by a parent • Door is closed during activity • Staff to challenge anyone who is not known to the group • Mobile phones charged and ready to use 	<ul style="list-style-type: none"> • Liaise with venue to find out any dates where they may be other events going on at the church (e.g. homeless shelter) • Try to use another venue if there is a risk of unknown people coming in • If the problem persists contact police on 101 • Any problems or issues are reported to the venue/Marlene • Staff to young person ratio is 1:8 • Minimum of 2 members of FFL staff 	<p>Staff and Activity Coordinator</p>	<p>Ongoing at every session and every term when booking dates</p>	
<p>Outside garden</p>	<p>Young people, volunteers, staff could get injured by taking part in activities outside due to objects in the garden or on the ground, gates could be insecure or the young people could become exhausted by taking part in some activities.</p>	<ul style="list-style-type: none"> • Garden is checked before activity takes place • If any hazards become apparent during the session they are removed • The group is well supervised by staff and volunteers • If anybody is looking exhausted they are asked to sit out • Weather forecast is checked where possible before the 	<ul style="list-style-type: none"> • FFL staff are first aid trained • First aid kit is easily accessible • Up to date emergency contacts for all available • Mobile is charged and ready to use • Any hazards that need reporting are reported to All Saints Church • Water is available • Staff will advise parents/carers on appropriate clothing and 	<p>Staff and volunteers</p>	<p>Ongoing at every session</p>	

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
	<p>Young people, staff, volunteers could suffer from sunburn, dehydration, heat stroke if the weather is hot. They could become ill, or suffer from hypothermia if it's cold.</p>	<p>session</p> <ul style="list-style-type: none"> • Back door kept shut unless there is a supervised activity outside • Parents/Carers bring young people into venue and collect young people from inside the venue (unless otherwise agreed) • Main door kept closed • Everyone signs in and out • Group remain together either in the hall or the garden • Staff and volunteers know to keep an eye on the doors to ensure nobody wanders off 	<p>equipment for the weather where possible (for example if hot to wear sun cream and a sunhat).</p> <ul style="list-style-type: none"> • Any further risks acknowledged on the activity plan • Whilst using the garden space young people are supervised by staff and volunteers • Staff to young person ratio 1:8 • Minimum of 2 members of FFL staff 			
<p>Indoor Games (air hockey, table football, pool, board games etc)</p>	<p>Young people, staff or volunteers could be injured when moving the games or by any objects (such as cues, balls, pucks).</p>	<ul style="list-style-type: none"> • Staff and volunteers only to move games as they are heavy • Take care when moving games tables • Ensure there is enough room around all the games • Ensure the tables are fully erected and not broken • Games are in good repair and fit for use • Take care when removing the balls from the pool table • Ensure the young people are using the equipment appropriately • Group rules are set and adhered to • Young people respect the property of Friends for Leisure and the venue • Ensure floors are free from clutter and clean 	<ul style="list-style-type: none"> • Young people are instructed and encouraged to play the games safely • Check that the wires to the air hockey table aren't a trip hazard • 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 • Risks acknowledged in the activity plan • If the games are not being used appropriately they will be put away • Any problems with FFL games are reported to Jade • If staff/volunteers notice any problems with the games tables 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group</p>	

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
		<ul style="list-style-type: none"> Group are well supervised throughout the whole session by staff and volunteers 	they are reported to Jade who will report to the venue/Marlene			
Pillars	Anyone could be injured if they bump into the pillars	<ul style="list-style-type: none"> The session is well supervised There is enough space to move around Young people are asked not to run around 	<ul style="list-style-type: none"> Put measures in place for anybody with a visual impairment 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 volunteers 	Staff	Ongoing at every youth group	
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 in main room/garden and are well supervised 	<ul style="list-style-type: none"> No further action required 	Staff	Ongoing at every youth group	
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	<ul style="list-style-type: none"> Staff to keep track of who has gone to the toilet and how long they have been 	<ul style="list-style-type: none"> Volunteers know not to go into the toilet with a young person 	Staff and volunteers	Ongoing at every session.	

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
	hurt whilst unsupervised	<ul style="list-style-type: none"> 2 volunteers/staff to go into the toilet to look for young person 				
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: All Saints Church

Ecclesiastical Insurance Parish Plus

This covers the period to 5th August 2019.

Policy No 04/XPG/0296489

ADDITIONAL INFORMATION:

First aid –Staff are aware that they need to stay up to date with first aid.