

<b>ACTIVITY:</b> Activities such as arts & crafts, games, food preparation etc	<b>DATE OF ASSESSMENT:</b> 24/05/18	<b>ASSESSMENT REVIEW DATE:</b> May 2019
<b>VENUE &amp; ADDRESS:</b> Applicable at all venues		
<b>NAME OF PERSON COMPLETING ASSESSMENT:</b> Jade Angell		<b>SIGNED:</b>

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
<b>Scissors</b>	Young people, Staff, Volunteers, visitors could be cut by scissors if not used properly	<ul style="list-style-type: none"> <li>• Safety scissors are used</li> <li>• Young people are well supervised by staff and volunteers during activity</li> <li>• Staff are first aid trained</li> <li>• First aid box is easily accessible and ready to use</li> <li>• List of up-to-date emergency contacts available</li> <li>• Mobile charged and ready to use</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> </ul>	Staff	Ongoing at every session	
<b>Paints/glues/clay</b>	Young people, staff, volunteers, visitors could be harmed if these materials are ingested or if any harmful substances get on their skin or in their eyes.	<ul style="list-style-type: none"> <li>• Non-toxic paints/glues/clay are used</li> <li>• Young people are well supervised by staff and volunteers during activity</li> <li>• Gloves and aprons are worn if deemed necessary</li> <li>• Any spillages to be cleared up immediately</li> <li>• Tablecloths put on tables</li> <li>• Paintbrushes used</li> <li>• Hand washing facilities available</li> <li>• Glue sticks used</li> <li>• Staff are first aid trained</li> <li>• Location of first aid kit is known to staff and easily accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> </ul>	Staff	Ongoing at every session	

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		<ul style="list-style-type: none"> <li>• List of up-to-date emergency contacts available</li> <li>• Mobile charged and ready to use</li> </ul>				
<b>Venue</b>	Young people, staff, volunteers, visitors may suffer injury due to something in the venue.	<ul style="list-style-type: none"> <li>• All venues are visited and risk assessed before the activity</li> <li>• Insurance cover is checked</li> <li>• Venues are asked for a copy of their own risk assessment</li> <li>• First aid kits at every activity</li> <li>• Fire equipment is checked at the venue and procedures followed</li> <li>• Check where the fire exits and meeting point is</li> <li>• FFL equipment is PAT tested</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Any additional risks put on the activity plan</li> <li>• Ensure new staff know about fire procedures and where fire equipment is kept</li> <li>• Up to date emergency contacts for all at each activity</li> <li>• Mobile is charged and ready to use</li> <li>• FFL staff are first aid trained</li> </ul>	Staff	Ongoing before every session	
<b>Other Materials</b> (wood, plastic, glass, beads, ribbon, paper, card, compost, seeds, stickers etc)	Young people, staff, volunteers, visitors could be harmed by: dropping heavy items, swallowing things, choking on small items, cut by sharp edges.	<ul style="list-style-type: none"> <li>• Young people are supervised by staff and volunteers during the activity</li> <li>• Staff are first aid trained</li> <li>• Location of first aid kit is known to staff and easily accessible</li> <li>• Check that the materials you are using are in good condition</li> <li>• List of up-to-date emergency contacts available</li> <li>• Mobile charged and ready to use</li> </ul>	<ul style="list-style-type: none"> <li>• Further risk assess activity depending on type of material</li> <li>• Make a note of any other hazards and actions to be taken on the plan</li> <li>• Any young people that require further support are paired with a volunteer or staff member</li> </ul>	Session leader	Before each activity	
<b>Indoor Games</b> (magnetic darts, board games, badminton, football, running races, ball	Young people, staff, volunteers, visitors could suffer injuries if they trip over or are hit by something.	<ul style="list-style-type: none"> <li>• Ensure floors are clean and free of clutter</li> <li>• Clean up any spillages immediately</li> <li>• Keep games away from stacked</li> </ul>	<ul style="list-style-type: none"> <li>• Keep an eye on the activity to make sure that it is safe and that nobody is too hot/tired etc</li> <li>• Staff are aware of any difficulties of the individual young people</li> </ul>	Staff and Volunteers	At every activity where necessary.	

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games, parachute, pool, dance, party games etc)		chairs or tables or anything else that can fall <ul style="list-style-type: none"> <li>• Where possible use soft balls</li> <li>• Ensure there is a separate area for the games away from other people who may not want to take part</li> <li>• Ensure the equipment used is in good condition and fit for purpose</li> <li>• Staff and volunteers give clear rules and instructions</li> <li>• Drinks are available</li> <li>• Young people are well supervised by staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of any other hazards in the venue that could be in the way</li> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Rules and boundaries are repeated where necessary</li> <li>• Any further hazards at venue at reported to the venue's lead contact.</li> <li>• Risks acknowledged in the activity plan</li> <li>• Any broken games reported to Jade</li> </ul>			
<b>Sport games</b>	Young people, volunteers, staff or visitors could be injured whilst taking part in sport activities.	<ul style="list-style-type: none"> <li>• Friends for Leisure staff are first aid trained</li> <li>• Staff and volunteers give clear instructions</li> <li>• Information about the session is given out in plenty of time so people can choose whether or not to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Young people are well supervised by staff and volunteers</li> <li>• First aid kit is easily accessible and ready to use</li> <li>• Drinks available</li> <li>• Young people are encouraged to take breaks</li> <li>• Additional risks in the activity plan</li> <li>• Up to date emergency contacts for all</li> <li>• Mobile is charged and ready to use</li> <li>• If activity provider attending,</li> </ul>	Staff	Ongoing at each session	

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<p><b>Animals</b> (visiting with handler)</p>	<p>Young people, staff, volunteers, visitors could be allergic to animals, may have a fear of animals or the animals could bite, scratch or injure people.</p>	<ul style="list-style-type: none"> <li>• Professionals and professional companies are used</li> <li>• Animals come with qualified handler</li> <li>• Information about the session is given out in plenty of time so people can choose not to come</li> <li>• List of up-to-date emergency contacts available</li> <li>• Mobile charged and ready to use</li> </ul>	<p>insurance and risk assessment may be requested.</p> <ul style="list-style-type: none"> <li>• Check insurance cover</li> <li>• Fully brief handler about our young people and what to expect</li> <li>• Young people are encouraged to wash their hands after handling animals</li> <li>• Friends for Leisure staff are first aid trained</li> <li>• First aid kit is easily accessible and ready to use</li> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Risks acknowledged on the activity plan</li> </ul>	<p>Session leader</p>	<p>Before each activity</p>	
<p><b>Food</b> (making, decorating and eating cocktails, smoothies, ice-cream, chocolate, cakes, pizzas etc)</p>	<p>Young people, staff, volunteers, visitors could be harmed by food poisoning, choking or allergies when eating the food.</p>	<ul style="list-style-type: none"> <li>• Young people are well supervised by staff and volunteers during the activity</li> <li>• Staff are first aid trained</li> <li>• Location of first aid kit is known to staff and easily accessible</li> <li>• HSE guidelines are followed</li> <li>• Food is within its use-by date</li> <li>• Aprons and gloves are worn to prevent contamination where deemed necessary</li> <li>• Young people are made aware of the boundaries and know not to be in the kitchen on their own</li> <li>• Allergies are checked upon arrival</li> <li>• Instructions from parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Young people are encouraged to wash their hands frequently</li> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Risks acknowledged on the activity plan</li> <li>• Rules and boundaries may need reiterating during the session</li> <li>• Up to date emergency contacts available for all</li> <li>• Mobile is charged and ready to use</li> </ul>	<p>Staff</p>	<p>Ongoing at every session</p>	

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<p><b>Food preparation</b> (using equipment such as knives, cooker etc)</p>	<p>Young people, staff, volunteers, visitors could be harmed by the equipment we use: cuts from knives &amp; scissors or burns from the cooker.</p>	<p>are followed</p> <ul style="list-style-type: none"> <li>• Staff are first aid trained</li> <li>• First aid kit is easily accessible and ready to use</li> <li>• Only staff and volunteers to use the oven and cooker</li> <li>• Young people are well supervised by staff and volunteers during the activity</li> <li>• Only staff and volunteers to use sharp knives</li> <li>• Knives to be kept in the kitchen and kept an eye on</li> <li>• Young people are made aware of the boundaries and know not to be in the kitchen on their own</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 3 young people in the kitchen at a time with staff and volunteers with them to supervise</li> <li>• Young people are encouraged to wash their hands frequently</li> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Risks acknowledged on the activity plan</li> <li>• Staff and volunteers keep an eye on the kitchen throughout the session</li> </ul>	<p>Staff and Volunteers</p>	<p>At every activity where kitchen is being used</p>	
<p><b>Glue Gun</b></p>	<p>Anybody could be burnt by the glue gun</p>	<ul style="list-style-type: none"> <li>• Only staff/volunteers to use glue gun</li> <li>• Kept by staff at all times</li> <li>• Not left unattended</li> <li>• Turned off &amp; kept in safe place away from young people when not in use</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the wire is not in the way</li> <li>• Staff and volunteers to use safely, taking care not to touch the end when turned on</li> <li>• List of up-to-date emergency contacts available</li> <li>• Mobile charged and ready to use</li> <li>• Staff are first aid trained</li> <li>• First aid kit is easily accessible and ready to use</li> <li>• Staff to young person ratio is 1:8</li> <li>• Minimum of 2 members of FFL staff</li> <li>• Risks acknowledged on the activity plan</li> </ul>	<p>Staff/Volunteers</p>	<p>At every activity where glue gun is used</p>	
<p><b>If staff cannot attend activity (low</b></p>	<p>Young people, volunteers, other staff as not appropriately</p>	<ul style="list-style-type: none"> <li>• Trustees will be asked to step up and act as a member of staff if we do not have staff to attend the</li> </ul>	<ul style="list-style-type: none"> <li>• No further action required</li> </ul>	<p>Staff</p>	<p>Before and ongoing throughout</p>	

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staff)	supervised	activity <ul style="list-style-type: none"> <li>• There is a document available for trustees about the responsibilities this entails and what is expected</li> <li>• Staff are aware that trustees are not DBS checked and therefore should not be left alone with young people.</li> </ul>			activity	
Toilets	Young people, staff, volunteers could get locked in the toilet or hurt whilst unsupervised	<ul style="list-style-type: none"> <li>• Staff to keep track of who has gone to the toilet and how long they have been</li> <li>• 2 volunteers/staff to go into the toilet to look for young person</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers know not to go into the toilets with the young people.</li> </ul>	Staff	Ongoing at every 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"> <li>• Staff are aware which volunteers do and do not have a DBS check.</li> <li>• Staff ensure that none of the volunteers without a DBS check are left alone with a young person</li> <li>• Minimum of 2 members of FFL staff supervising the group</li> <li>• Group stay together where possible</li> </ul>	<ul style="list-style-type: none"> <li>• No further action required</li> </ul>	Staff	Ongoing at every session	

**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**

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<b>ADDITIONAL INFORMATION:</b>						