

ACTIVITY: Macclesfield Youth Group	DATE OF ASSESSMENT: 26/07/18	ASSESSMENT REVIEW DATE: 1/7/19
VENUE & ADDRESS: St John's Church Hall, Wilwick Lane, Macclesfield, SK11 8RS		
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 the road off Earlsway. The car park is relatively flat. The car park is just off a road within a housing estate. The main entrance is on 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 St Johns Church 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 from fire or shocks from faulty	<ul style="list-style-type: none"> Fire Blanket Alarm System Extinguishers, water, foam Bell in main hall Break Glass at front door Assembly point in car park 	<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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	electrical 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 FFL staff are first aid trained First aid kit is easily accessible 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 Once outside lead member of staff to conduct a headcount 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 			

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			staff will follow the fire and bomb procedure			
<p>Stacked chairs and tables</p>	<p>Staff, young people, volunteers, visitors could be injured by falling chairs or tables</p>	<ul style="list-style-type: none"> • Stacked in rows of 8 or 9 against the wall • 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. • 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 are placed against the wall and secured using the strap correctly • The smaller tables need to be stacked correctly – they will only stack if fitted the correct way • 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 legs aren't poking out • Ensure nothing is stored on top • 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 use 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group.</p>	

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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 	<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 	Staff	Ongoing before every youth group.	
		<ul style="list-style-type: none"> • Up to date emergency contact numbers are available for all • 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 needs more supervision 	<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 	Jade	1.5.13 and for every new young person thereafter	
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 in both sides of the partition 	<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	<ul style="list-style-type: none"> • Hallway door is kept shut • Young people sign in and 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"> • Inform all to use the front entrance only • Min. 2 members of FFL staff at activity • Staff to young person ratio 1:8 • Young people well supervised by 	Staff and volunteers	Ongoing at every youth group	

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	<p>people running off if they run after them or if they get banged into, for example.</p>	<ul style="list-style-type: none"> • Personal profiles in folder 	<p>staff and volunteers</p> <ul style="list-style-type: none"> • Make volunteers aware of any young people who may run off on activity plan • Up-to-date emergency contact list is available for all • Mobile phone is charged and ready for use • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Any risks acknowledged on the activity plan • Main door is kept closed once activity begins • Door towards the toilets are kept closed • 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</p>	<ul style="list-style-type: none"> • Non-slip floors in kitchen • Carpet in hall • 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 and ready to use • FFL staff are first aid trained • Up to date emergency contact details available • Ensure floors are free of clutter • No running where other children are working on an activity • Mobile phone is charged and ready for use • Risks acknowledged in the activity plan • Any hazards at the venue are 	<p>Staff</p>	<p>Ongoing at every youth group.</p>	

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			reported to Jade who reports them to the venue/Lis <ul style="list-style-type: none"> Young people are asked to wear appropriate footwear 			
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 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 	<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 Individuals to ensure they are moving and lifting items safely 	Staff	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 for each person at every session 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 of 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 Ensure the session is adequately staffed 	Staff	Ongoing at every youth group.	
Tuck Shop (hot/cold drinks and	Young people, staff, volunteers, visitors	<ul style="list-style-type: none"> Young people are asked not to run whilst drinks are being 	<ul style="list-style-type: none"> Ask young people to sit down whilst eating and drinking 	Staff and volunteers	Ongoing at every youth	

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snacks served through kitchen hatch)	may be harmed by drink spillages, risk of choking on food, allergies to certain foods, kitchen hatch doors could cause trapped fingers or injury, danger of kitchen	consumed <ul style="list-style-type: none"> • Food and drink should be finished before activity resumes • Any food allergies are known to the staff • Instructions from parents regarding food and drink are followed • 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 food is in date before use 	<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 contacts available for all • Mobile is charged and ready to use • Take care whilst eating and drinking • 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 • If a new young person attends the session, allergies are checked upon arrival • New young people are made aware of the group rules 		group.	
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 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 plan • 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 and volunteers	Ongoing at every youth group.	

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			staff <ul style="list-style-type: none"> • 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 			
<p>Indoor games (board games, darts, pool table, 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 the pool table falls off the table.</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 • Drinks are available • Young people respect the property of Friends for Leisure and the venue • Young people set the rules and 	<ul style="list-style-type: none"> • Young people are well supervised by staff and volunteers • 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 • Any problems with the equipment is reported to Jade • If the equipment is not used appropriately the games are put away 	<p>Staff and volunteers</p>	<p>Ongoing at every youth group</p>	

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		boundaries at youth group and adhere to them. <ul style="list-style-type: none"> • Young people don't wield pool cues towards other people or other objects. 				
Activity	Depending on what activity is taking place there could be additional risks that could harm or injure the young people, volunteers, staff or visitors.	<ul style="list-style-type: none"> • Potential risks are acknowledged on activity plan to inform all staff and volunteers • Individual activity risk assessments will be put in place if required 	<ul style="list-style-type: none"> • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • 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 	Staff	Before and 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 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 every youth group	

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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 	<ul style="list-style-type: none"> Volunteers know not to go into the toilets with the young people. 	Staff	Ongoing at every session.	
Assistance dog (e.g. Fleur)	Young people, volunteers or staff could have allergies or phobias of dogs. If Fleur was to come off her lead she could bite someone or it could lead to accidents e.g. tripping someone up.	<ul style="list-style-type: none"> Jade has emailed all young people and staff that currently attend the sessions to check allergies and phobias Jade has emailed all young people and staff to ask that they do not acknowledge Fleur (without asking volunteer first) Fleur (assistance dog) is attached to volunteers wheelchair Fleur is well trained and will be attached to the volunteer's wheelchair 	<ul style="list-style-type: none"> Any new young people are asked about their phobias/allergies to dogs Any new young are asked not to acknowledge/fuss Fleur without asking the volunteer Staff to support any young people that are scared of dogs FFL staff are first aid trained First aid kit is easily accessible Up to date emergency contacts available for all Mobile is charged and ready to use Young people are well supervised by staff and volunteers Some of the group have expressed that they are nervous of dogs however are willing to give it a try One volunteer, Olivia, has allergies to dogs if she strokes 	Staff	Ongoing at every session	

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			them. She carries an inhaler with her for this reason and has said that it is fine for the dog to attend			
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	
<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>St John's Church: We insure with the Ecclesiastical Insurance Group and we hold £5,000,000 of public liability cover. Expiry date: September 2019 Policy Number: 04/XPG/9078790</p>						
<p>ADDITIONAL INFORMATION:</p>						