# Risk Assessment for [Name of event]

Carried out on [date] by [person responsible]

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| **Potential hazards** | **Potential injury** | **Who is at risk?** | **Actions needed** |
| Fire | Serious injury, death | All on premises | * Ensure all present know where fire exits and fire extinguishers are. Choose a meeting point in case of fire. * Ensure access to a phone to contact emergency services. * Ensure all young people are entered in the register. * Advise children and adults what to do in the event of a fire: (i) evacuate quickly and calmly (ii) gather at specified meeting point (iii) wait while a register is taken and parents are contacted. * Where candles or fires are lit, ensure this is done safely. Advise all participants about the fire and appropriate behaviour. |
| Aggressive behaviour by people not involved with the event | Minor injury, distress. | All on premises, particularly the young people. | * Ensure access to premises is controlled at all times. * Ensure only young people and leaders attending the activity are on the premises. * Do not challenge an aggressor. Ensure the young people are safe and seek to diffuse the situation. * Have access to phone to contact the police, if necessary. |
| Slips, trips and general accidents | Minor to serious injury, death. | All on premises, particularly the young people. | * Control areas to which participants have access. Ensure there are no obstacles on premises that could cause accident or injury. Make safe anything that may present a risk. * Limit access to kitchen and ensure young people are supervised whilst in kitchen. * Ensure all electrical installations are safe. * Plan activities so that risks are minimised, especially for games where children will be running around. * Advise young people as to the behaviour necessary to ensure safety. * Provide supervision to ensure young people behave safely. * Ensure qualified first aiders are present with a first aid kit. * If an accident happens, make sure accident book is completed properly. |
| Food preparation | Illness | All on premises | * Ensure all appropriate hygiene standards are maintained. * Ensure food is cooked properly by competent person. |
| Medical emergency | Injury and death | All on premises | * Ensure all young people have full completed consent forms including medical details. * Ensure a phone is available to contact emergency services. * Contact emergency services whilst ensuring safety of other people present. * Provide 1st Aid if appropriate. * Inform parents. |
| Leaving at end of event | Injury and death | Young people | * Ensure young people follow the wishes of the parent as detailed on consent form. * Where there are any concerns, contact parent. |

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| Medical emergency | Serious illness, death | All on premises, particularly the children. | * Ensure medical details are kept on file for all children and are up-to-date. Ensure this file is to hand. * Ensure access to a phone to contact emergency services. * Ensure qualified first aiders are present with a first aid kit. * In case of an emergency: (i) Contact emergency services (ii) Administer first aid (iii) Ensure other children are safe whilst dealing with emergency (iv) Contact parents of children involved. |
| Child abuse |  |  | * Ensure the only adults on the premises are the group leaders. Ensure leaders have enhanced CRB checks. * Wherever possible, leaders should avoid being alone with individual young people. * In case of allegations or disclosures, follow the procedures laid out below. |

**Staffing**

Appropriate ratios of adults to children need to be maintained to ensure the children’s safety as set out in the above risk assessment. National guidelines of 1 adult to 10 to 15 children will be followed, with at least one male and female adult present at all times. If any of the children have special needs, this ratio will be reviewed.