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| **Name of activity/ event/ location** | **Adult training** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **Before each training activity** |

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| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Lone working** – volunteers in the building on their own before others arrive, they may not have anyone aware of any incident which occurs | Volunteers | Volunteers to arrive at agreed times,  Adults to carry mobile phones with them in case of an incident.  No risky activities to be undertaken whilst alone |  |
| **Tables and chairs (and other obstructions) –** injuries to participants or leaders setting up, moving or collapsing the items. | All present | Adults to oversee the setting up and moving of tables and chairs.  Tables to be carried by two people at a time.  Chairs to be stacked facing side to the wall to prevent falling, no more than 6 chairs high |  |
| **Floor –** slips, trips, falls | All present | Check floor is clear of any obsticals and spills likely to increase risk of tripping or slipping or cause injury if fallen on.  Door mat in entrance – everyone encouranged to wipe shoes on arrival, expecially if wet.. |  |
| **Traffic** – injuries from collisions between vehicles and people | All present | Clear signage in the car park and marked walkway for pedestrians. |  |
| **Security** – intruder access to the building or young person leaving unattended | Young people and leaders | Gather emergency contact details from participants on booking/confirmation of attendance.  Trainers/facilitators/meeting leads will carry mobile phones have have access to InTouch details in case of any emergency. |  |
| **Kitchen** – injuries from heat sources and sharp items | All present | Limit access to the kitchen to adults only unless part of a programmed activity.  Refreshments station to be set up, being careful of location of liquids etc |  |
| **Trailing cables / electricity** – trips, electricution | All present | Set up electrical items as close to sockets as practical  Any cables to be clearly visible and covered  No liquids to be close to the sockets or electrical items |  |
| **Fire** | All present | All fire exits and escape routes to be checked before participants arrive to ensure unlocked and clear. All leaders & Young leaders know what to do in the event of a fire and where the fire /emergency assembly point is. |  |
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