

**PITSTONE YOUTH CAFÉ**  
**RISK ASSESSMENT POLICY DOCUMENT**

**POLICY STATEMENT**

Pitstone Youth Cafe recognises that the youth cafe building (Brookmead school hall and grounds), programmes and activities arranged therein should be as safe as is reasonably possible. This includes identifying hazards and quantifying any associated risks.

Pitstone Youth Cafe will:

- identify the risk assessments to be undertaken and delegate the responsibility of carrying out those assessments to the Café Manager, Dave Rollins. Once risk assessments have been completed, preventative measures should be evaluated, approved and implemented, if necessary. Copies of all risk assessments and actions to be provided to the Parish Council.
- Make sure volunteers are trained appropriately
- Make sure improvements to premises/activities/events/trips are made when needed
- Ensure user groups have Risk assessment policies operational

The delegated person will make sure that:

- Risk assessments are carried out at regular intervals and for all new activities
- The completed assessments are stored in the Health and Safety file

**DEFINITIONS**

**HAZARD** - anything that can cause harm

**RISK** - the chances, high or low, someone will be harmed by a hazard

**This policy was adopted at the Pitstone Parish Council meeting on:**

.....(date and minute ref)

**On behalf of Pitstone Youth Cafe:**

.....(signed)

This policy will be reviewed annually by the Parish Council.