



RISK ASSESSMENT FORM

NAME OF ASSESSOR Dave Rollins

DATE OF ASSESSMENT 18/8/2021

DATE OF REVIEW 09/2022

Venue / Event: Pitstone / Youth Café / Wednesday 6:30-8pm

What are the Hazards?	Who Might be harmed and how? (Who is at special risk?)	What are you already doing? (Current Control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
							Likelihood	Severity	Risk Level
Front door/Exit	All, pushing and shoving when busy	Reducing risk of queuing, in case of emergency multiple escape routes	Nil (Access for expected numbers sufficient & there will be no queuing)	David Rollins	08/07/2021		Low	Low	Low
Emergency evacuation procedure	All	Ensuring multiple escape routes available and unobstructed	Extinguishers on site Responsible persons: immediate shutdown Hall signs in place	David Rollins	08/07/2021		Low	Low	Low
Care of children	All young people attending	Making sure members of staff and trained and guidelines are set out and adhered to	All people to sign in and out of the event.	David Rollins	08/07/2021		Low	Low	Low
Safeguarding	All young people attending All volunteers / workers	DBS checks for all volunteers	All issues reported to café manager or appropriate CP officer.	David Rollins	08/07/2021		Low	Low	Low
Noise	All	Setting sound limits to be kept at comfortable level for all	Vigilance by members of staff	David Rollins	08/07/2021		Low	Low	Low
Toilet provision	All	Making sure facilities are provided and accessible	Making sure all attendees are aware of facilities and that they are kept clean	David Rollins	08/07/2021		Low	Low	Low
First Aid	All, Minor injuries	Named first aiders and first aid kits to be on site at all times	Nil	David Rollins	08/07/2021		Low	Low	Low



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Litter	All, Dropped cups, wrappers etc slips and trips	Providing numerous bins around the building and making sure litter is regular picked up	Policing the dropping of litter and making sure it is regularly picked up when dropped	David Rollins	08/07/2021		Med	Low	Low
Risk of fire	All, Computer equipment fault	Making sure all equipment is PAT tested and regularly maintained	Continued supervision	David Rollins	08/07/2021		Low	Low	Low
Refreshments	All, unsatisfactory food preparation	Making sure all are relevantly briefed and supervised by a trained member of staff	Continued supervision Food Safety Level 2 required by supervisor.	David Rollins	08/07/2021		Low	Low	Low
Computer equipment	All using equipment, risk of tripping on cables	Making sure cable covers are used and placed away from walk ways.	Continued supervision	David Rollins	08/07/2021		Low	Low	Low
Physical Games outside	All participants, risk of injury	Check equipment to make sure it is safe; designed games for physical effort with minimal physical contact	Continued Supervision	David Rollins	08/07/2021		Low	Low	Low
Sports outside pitch surface	All participants; Risk of slipping of tripping if wet / cold	Monitoring weather forecast ahead of event	Stop games and activities; return inside if it rains badly.	David Rollins	08/07/2021		Low / Med depending on season	Low	Low
Misuse of games equipment	All; risk of injury with thrown balls, swung bats / racquets etc.	Where possible use soft equipment	Continued supervision; stop games if equipment is being misused	David Rollins	08/07/2021		Low / Med depending on participants	Low	Low
Small skateboard ramps	All; risk of injury skateboarding / scooters	Activity supervised. Disclaimer / risk for skateboarding to be in place. Helmets available to users	Continued supervision; equipment maintained for safety	David Rollins	08/07/2021		Low / Med depending on participants	Low	Low

Control Measures Acceptable Yes

Revision date: -18/08/2021.....

SIGNED OFF BY:David Rollins.....DATE:18/08/2021.....

Further controls need to be in place and monitored as satisfactory before finally signing off this assessment

KEY:

Likelihood of hazard happening:

Low, highly unlikely to happen = Score 1

Medium, unlikely to happen = Score 2:

High, likely to happen = score 3

Severity:

Slightly Harmful, Score 1

e.g. superficial injuries; minor cuts and bruises; eye irritation from dust;
nuisance and irritation; ill-health leading to temporary discomfort;
minor psychological effect

Harmful Score 2

e.g. lacerations; burns; concussion; serious sprain; fractures; deafness;
dermatitis; asthma; work-related upper limb disorders; ill-health;
significant psychological effect

Extremely Harmful Score 3

e.g. amputations; major fractures; poisonings; multiple injuries; fatal injuries;
occupational cancer; other severely life shortening diseases;
acute fatal diseases; serious psychological effect

Overall Risk = Likelihood x Severity: -

Score: 6 & 9 = High, urgent action required

Score: 3 & 4 = Medium, action to an agreed timetable

Score: 1 & 2 = low, or tolerable risk no action may be required

Potential hazard - item, substance or activity with the potential to cause harm.

A single hazardous activity can have many potential elements of harm, and it is important that those completing the risk assessment identify this, e.g. working with electricity (hazard) anticipated harm would be fire, explosion, electrocution and burns.

Control Measures – eliminate hazard, substitute with less hazardous alternative, prevent access to the hazard, control the amount of exposure, training, written instructions, personal protective equipment, welfare facilities, safety signs.