

HOPE2FAMILIES | WILDFIRE RISK ASSESSMENT

The purpose of a risk assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate, or control, the risks.

This approach might appear to be novel to those involved but, in reality, we all carry out risk assessments to a variable extent everyday, for example, when crossing a road or carrying a heavy load from a car to an upstairs room.

It is recommended that the approach to carrying out the risk assessment follows the **5 Steps approach**:

1. **Identify the hazards**
2. **Decide who is at risk and how they may be harmed**
3. **Identify current controls**
4. **Plan any future controls**
5. **Decide who is responsible for these controls and when by.**

In order to ensure that a structured approach is taken to identifying risks associated with an event and to enable all involved to be aware of the measures that are being taken, it is advised that a written risk assessment should be prepared for all activities. It's good practice to carry out a risk assessment at least once a year for each of your children's groups.

You should also complete a separate risk assessment for any outings which are planned.

Who carries out the safe practice of our events?

1. Fire Safety: Marc Taylor | Luke Taylor
2. Hygiene and Safety: Marc Taylor | Luke Taylor
3. First Aid: Marc Taylor | Luke Taylor

Risk Assessment:

Location: Hope2Families Centre

Initiated Date: 17/01/22

Activity: Thursday Night Youth Event

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge. We make sure we have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

9 - 12 years - one adult to eight children

13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

We recommend having at least two adults present, even with smaller groups.

Only people aged 18 or over are included as adults when calculating adult to child ratios.

Ensure there is documentation for those who will attend this event.



What are the Hazards	Resulting harm	Who might be harmed	Control measures to manage risk	Risk value	Any further action necessary to control risk
Ground floor	Minor to serious injury, death.	All attendees, staff, volunteers	<p>Pre-registration of majority attendees where possible (allowance for last minute invites). QR code in place at entrance for people who have not pre-registered</p> <p>Pre-event checklist carried out before event starts to ensure all measures are in place</p> <p>British 13 Amp sockets have built in automatic shutters to protect against children poking things in them.</p> <p>No chairs are stacked.</p> <p>No dangers for any children, volunteers or staff.</p> <p>No loose carpet.</p>	Low	

			<p>Ensure there are leaders proportionate to those on the floor.</p> <p>Ensure appropriate access for disabled users.</p> <p>Ensure appropriate heating.</p> <p>Stairs from second to third floor should be monitored by leaders always.</p>		
Secondary floor	Minor to serious injury, death.	All attendees, staff, volunteers	<p>For gathering over 30, a one-way system (entering and exiting different doors) will be in operation.</p> <p>British 13 Amp sockets have built in automatic shutters to protect against children poking things in them.</p> <p>No chairs are stacked.</p> <p>No dangers for any children, volunteers or staff.</p>	Low	

No loose carpet.

No access given to the sound desk for those under 18.

Ensure there are leaders proportionate to those on the floor.

Ensure appropriate access for disabled users.

Ensure appropriate heating.

Stairs from second to third floor should be monitored at all times

Third floor

Minor to serious injury, death.

All attendees, staff, volunteers

Windows and doors should be left open to maintain good air flow where appropriate.

British 13 Amp sockets have built in automatic shutters to protect against children poking things in them.

No chairs are stacked.

Low

No dangers for any children, volunteers or staff.

No loose carpet.

Ensure barrels are not attempted to be moved.

Ensure there are leaders proportionate to those on the floor.

Ensure appropriate access for disabled users.

Ensure appropriate heating.

Podcast room

Minor to serious injury, death.

All attendees, staff, volunteers

British 13 Amp sockets have built in automatic shutters to protect against children poking things in them.

No chairs are stacked.

No dangers for any children, volunteers or staff.

No loose carpet.

Low

			<p>Ensure there are leaders proportionate to those in the room.</p> <p>No access allowed to storage.</p> <p>Ensure appropriate access for disabled users.</p> <p>Ensure appropriate heating.</p>	
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Bathroom	Minor to serious injury, death.	All attendees, staff, volunteers	<p>Ensure plumbing is correct.</p> <p>Ensure water is a safe temperature.</p> <p>Ensure there is appropriate means of wasting.</p> <p>Ensure bathroom is cleaned before and after any event.</p> <p>Ensure appropriate access for disabled users.</p> <p>Ensure appropriate heating.</p>	Low
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Kitchen

Minor to
Serious injury,
death.

All attendees,
staff,
volunteers

Nobody will
have access to
the kitchen
with the
exception of
leaders.

Medium

Ensure a
leader is in the
kitchen at all
times.

British 13
Amp sockets
have built in
automatic
shutters to
protect against
children
poking things
in them.

No chairs are
stacked.

No dangers for
any children,
volunteers or
staff.

No loose
carpet.

Ensure there
are leaders
proportionate
to those in the
room.

No access
allowed to
storage.

Cleaning
materials and
other noxious
substances will
be stored away

			and leaders will ensure no one can have access by keeping cupboards locked.		
Access within the building	Minor to serious injury, death.	All attendees, staff, volunteers	<p>The only areas of the building which are available to all attendees are Entrance points, Main space and Toilets.</p> <p>All areas should be accounted for in the creation of the risk assessment.</p> <p>Ensure appropriate access for disabled users.</p>	Medium	
Outside	Minor to serious injury, death	All attendees, staff, volunteers	<p>Ensure young people are safely in the building.</p> <p>Ensure young people are safely back with their guardian/parent</p> <p>Ensure appropriate access for disabled users.</p>	Medium	

			<p>Ensure no young people leave the building during the agreed event duration with the parent/guardian</p> <p>Only when parent/guardian is present can young people leave.</p>		
Hospitality	Minor to serious injury, death	All attendees, staff, volunteers	Ensure any snacks served are safe for consumption and in line with hygiene rules in our country.	Medium	
Fire Safety	Minor to serious injury, death.	All attendees, staff, volunteers.	<p>Ensure everyone is made aware of fire safety measures.</p> <p>Ensure fire safety exits are made clear.</p> <p>Ensure fire alarms are place.</p> <p>Ensure everything is approved by those responsible for the proper conducting of</p>	Medium	

			<p>fire safety as it relates to what is legal and safe.</p> <p>Carbon monoxide preventive systems in place.</p>	
Storage	Minor to serious injury, death.	All attendees, staff, volunteers	<p>Ensure everything is stored in a safe manner.</p> <p>No one will have access to storage except leaders.</p> <p>Nothing of risk, such as cleaning products, brushes and mops will not be accessible.</p>	High



Covid 19 precautionary measures	Minor to serious injury, death.	All attendees, staff, volunteers	<p>Refrain from physical contact with surfaces and other people as far as practical.</p> <p>Provide hand sanitiser/wipes /masks.</p> <p>Attendees print and bring their own agenda and other paperwork or</p>	
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use electronic device.

All seats, door handles and handrails must be cleaned with disinfectant where there is another event within 72 hours.

Advise everyone in advance of the gov guidelines in relation to meeting in a building.

This policy will constantly be revised for every new event to ensure the safety of those who will attend.

Signed:..... Leader/person in Charge

Date:.....