

RISK ASSESSMENT

Location/ Venue		Activities	Face to Face small group sessions with Young People
Phone Numbers		Assessment completed date	
Activity Date		Assessment Completed by	

Please Read, Sign and Print Name!

This is a generic Risk Assessment for Face to Face small group sessions with young people.

Due to the current COVID – 19 restrictions workers are advised:

- There is NO travel provided for young people (unless social distancing measures can be put in place)
- There is NO food provided for young people (unless from reputable provider)
- Workers are advised to meet young people ONLY in the areas provided on the Risk Assessment (if somewhere else, please speak to your Line Manager/Team Leader and agree before meeting)
- Workers and young people must adhere to social distancing rules in place when meeting (currently 1M or more if able)
- Workers and young people must use Personal Protective Equipment when meeting (If necessary)
- Workers must fill in a new Risk Assessment with meeting place provided for each meeting
- Check Government Guidelines as these may change daily/weekly

JOB STEPS	HAZARD		INITIAL RISK			CONTROLS	RESIDUAL RISK		
	Hazard Description and Effect	Population at Risk	Hazard Severity	Likelihood of Occurrence	Risk Rating	List of all Controls Required	Hazard Severity	Likelihood of Occurrence	Risk Rating
1	Prevention of COVID-19 infection (Coronavirus)	Staff & Young People	Negligible Minor Serious <u>Fatal</u>	Remote Unlikely <u>Possible</u> Probable	Low Medium <u>High</u>	<p>All staff and young people should only meet in pre-arranged and agreed areas such as parks due to the large open spaces available – permission must be sought and agreed in advance by parent/guardian</p> <p>Young people should be contacted beforehand to explain what will happen and expectations of the session. An agreement/contract can be agreed in advance of first outdoor session</p> <p>All staff and young people should only meet in small groups (inc. of staff) - in line with current restrictions!</p> <p>All staff and young people should adhere to social distancing restrictions in place</p> <p>Young people will be reminded to use toilet facilities before attending sessions as toilet facilities may not be available in certain locations, for this reason, where there is no toilet facilities provided, sessions will be limited in time</p> <p>Staff should have a contingency plan in place if bad weather occurs during session, also if weather were to be warm, an appropriate shaded area is preferred, staff should also bring spray sunscreen for young people to use if required</p> <p>All staff and young people should wear appropriate protective items such as gloves and masks to help stop the spread of infection – if appropriate</p> <p>All staff and young people should refrain from any activity where people may come into contact with each other or other members of the public</p> <p>Staff should ensure they have disinfectant wipes, hand sanitiser or any other anti-bacterial products on hand should they be needed to disinfect anything including bags for disposing of gloves/masks/wipes etc</p>	Negligible Minor Serious <u>Fatal</u>	Remote <u>Unlikely</u> Possible Probable	Low Medium <u>High</u>

2	Traffic dangers at meeting destination	Staff and Young People	Negligible Minor Serious <u>Fatal</u>	Remote Unlikely <u>Possible</u> Probable	Low Medium <u>High</u>	Staff should ensure that young people are using pedestrian crossings where available Staff should ensure that no activities or meetings planned are near roads Staff responsibility and high levels of supervision ensuring that everyone is appropriately well behaved around traffic Avoidance of roads where possible	Negligible Minor Serious <u>Fatal</u>	<u>Remote</u> Unlikely Possible Probable	Low <u>Medium</u> High
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3	Slips, trips, and falls when meeting young people	Staff and Young People	Negligible <u>Minor</u> Serious Fatal	Remote Unlikely <u>Possible</u> Probable	Low <u>Medium</u> High	Staff should ensure that meeting area is clear of any debris, rubbish, or obstacles which may cause a fall or injury Staff and young people should refrain from any activity which may cause a fall or injury Staff will be responsible for on-going assessment of potential slips, trips or overhead hazards and immediately inform young people	Negligible <u>Minor</u> Serious Fatal	<u>Remote</u> Unlikely Possible Probable	<u>Low</u> Medium High
4	Ensuring all young people are accounted for when meeting	Young People	Negligible Minor <u>Serious</u> Fatal	Remote Unlikely <u>Possible</u> Probable	Low Medium <u>High</u>	Staff should take a register of who they are meeting on a certain day and in a particular place Staff should ensure that young people stay within the group for the duration of the meeting before allowing them to leave Staff should have contact details and medical information for young people and their parents in case of an emergency Staff should have work mobiles at hand at all times, with phone topped up and battery fully charged	Negligible Minor <u>Serious</u> Fatal	Remote <u>Unlikely</u> Possible Probable	Low <u>Medium</u> High

General Contingency Plan

In case of emergency phone 999 or 112 Enter Venue Address, and Postcode	<u>Venue to be filled in when meeting arranged</u>		
The closet A&E with adequate services and opening hours during sessions	<u>Include map to show journey from location to closest A&E</u>		
Dedicated First Aider/s			
Session Leader in Charge			
Initial Risk Rating:	11/12		
Risk Rating with Controls in Place	8/12		
SIGNED & DATED (STAFF MEMBER)			
SIGNED & DATED (LINE MANAGER)			

Please add your map for proposed meeting area:

Severity	Likelihood	Remote	Unlikely	Possible	Probable	<i>Likelihood of the hazard effects being realised</i>
						<p>Probable- Likely to occur immediately or shortly</p> <p>Possible- Likely to occur in time</p> <p>Unlikely- May occur in time</p> <p>Very Remote- Little chance of ever occurring</p>
Negligible	L	L	L	M		<p><i>Severity of the hazard</i></p> <p>Fatal- Capable of causing death</p> <p>Serious- Result in severe injury, illness, or significant property and equipment damage</p> <p>Minor- Could result in slight injury, illness or property and equipment damage</p> <p>Negligible- Unlikely to cause more than first aid case</p>
Minor	L	L	M	H		
Serious	L	M	H	H		
Fatal	M	H	H	H		