

**ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS**

Activity: Young Disciples

Date of risk assessment: 31 July 2023

Location: St Mary's Church

Time/frequency: Sundays (term time only)

Name of leader with responsibility: Rebecca Coatsworth & Laverne Williams

Date to be reviewed: (12 months) 31 July 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage risks?	Action by whom?	Action by when?	Done
Staffing	All	<p>All team members are DBS checked</p> <p>All staff have or are undergoing safeguarding training</p> <p>Regular staff meetings held to ensure all staff are abreast of information pertaining to YD</p> <p>Private details are never to be issued to youth</p> <p>All communication with youth is carried out via email where parents and other team members are present</p>	<p>New member of team must undergo DBS before being able to work with youth on their own. Prior to this, all new members work in conjunction with a DBS holding member of the team</p>	<p>Lead Safeguarding team</p> <p>Church leaders</p>	<p>Prior to commencement of starting role</p>	Ongoing
Activities (Indoors and outdoors)	All	<p>All activities are appropriately assessed to determine all if any risk and manage accordingly</p>	<p>Separate risk assessment to be created if risk is medium or higher (i.e., Theme Park etc.)</p>	<p>Lead</p>	<p>Prior to activity</p>	
Fire Safety	All	<p>Church to ensure that all fire equipment is checked annually,</p>	<p>Periodically, complete a fire drill so that all parties are aware of the procedures and meeting point</p>	<p>Lead Church Lead</p>	<p>As a safety requirement</p>	Ongoing

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		<p>and that appropriate fire equipment is in place</p> <p>Fire notices and exit signage are all in place</p> <p>Fire doors and access/egress routes are kept clear from obstruction at all times</p> <p>Fire doors must not be propped open</p> <p>Registers are taken every session for fire safety</p>	<p>New staff and youth to be briefed on what to do in the event of a fire</p> <p>Assessment to be carried out if we received youth or team members that have a disability</p>			
Electrical equipment	Young people Leaders	All electrical equipment used continues to be checked regularly and given a safety certificate	Ensure that only responsible adult is using electrical equipment and to report immediately if equipment is faulty	All leaders	Every meeting	Ongoing
Trips, slips and falls	All	Ensure that floor surfaces are free from hazards (including activity equipment not being left out, all wires etc. are taped to floor or positioned in a way that it does not cause a hazard	<p>Ensure a risk assessment is carried especially if we are introducing new activity or if room has been changed in any way</p> <p>Also check for hazards if room has been used prior to youth using it</p>	All leaders	Every meeting	Ongoing
Trips, activities outside of the church	Young people Leaders	<p>Supervision of youth at all times</p> <p>Ratio of staff to youth is maintained at all times (i.e. over the age of 10 = 1:8)</p>	Leaders/activity planner, to ensure that venues used by the group have their own risk assessments that ensure the	Lead and supporting Youth Leaders team	Every meeting	Ongoing

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		<p>Behaviour of youth is monitored at all times and if this becomes a hazard, then youth is removed from activity and will be collected by parent.</p> <p>Road safety is adhered to at all times with youth and leaders</p> <p>First Aid kit is taken on all outdoor trips</p> <p>Regular meetings held to plan sessions and appropriateness of activities, taking into account the space that we are using.</p> <p>All games are controlled and facilitated by qualified leaders</p>	<p>venue is suitable for the use of our youth.</p> <p>Leaders to ensure that venue hold current certificates Health and Safety, Health and Hygiene, RIDDOR (where applicable) etc.</p> <p>Continue to ensure that all staff are trained or equipped to lead and monitor games for the session</p>			
First Aider	All	<p>Ensuring that at least one member of the team on duty is first aid trained.</p> <p>All staff are aware of where the First Aid box is kept</p>	<p>Ensure that area that youth and team are as free as possible from risk or harm.</p>	All	Every meeting	Ongoing
Kitchen	All	<p>No youth access to kitchen area when group is in progress</p> <p>Warning signs are present where there is specific danger</p> <p>All cupboards with hazard cleaning products are locked and key can only be accessed via staff office</p>				

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Transmission of Covid virus between youth and staff	Young people, Youth team, families	Room has a good flow of air. All youth have the prerogative to wear mask. Register taken each time which can then be used for track and trace	Advise parents/carers of ensuring that the keep all safe and alert staff to any news of infection.	Youth Lead and Youth Team	Every meeting	Ongoing
Allergic reactions - snacks and drinks available	Young people and Youth team	All parents have completed form and have been asked to state all medical emergencies. Nothing with nuts is every purchased.	Remind parents to ensure they keep us abreast of any changes in their child's health etc. Ensure that at least one member of the team on site has a form of First Aid training.			
Transport	All	Safeguarding: Any youth transported by a team member is carried out with two members of staff. All staff who take on this role have a current driving licence and insurance that covers the transportation of passengers All vehicles have a current valid car insurance and MOT (for cars over 3 years old) Permission is granted from parents and team leader before transportation is taken	Lead to check that these things are in place every time a trip is carried Ensure that seatbelts are always worn (by all parties) before the journey begins. Seat belt to remain on until journey is complete Behaviour must be maintained by youth for the safety of all – this will be discussed prior to all trips offsite	Lead	Every time transportation is used	

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Transport	All	<p>Safeguarding: Any youth transported by a team member is carried out with two members of staff.</p> <p>All staff who take on this role have a current driving licence and insurance that covers the transportation of passengers</p> <p>All vehicles have a current valid car insurance and MOT (for cars over 3 years old)</p> <p>Permission is granted from parents and team leader before transportation is taken</p>	<p>Lead to check that these things are in place every time a trip is carried</p> <p>Ensure that seatbelts are always worn (by all parties) before the journey begins.</p> <p>Seat belt to remain on until journey is complete</p> <p>Behaviour must be maintained by youth for the safety of all – this will be discussed prior to all trips offsite</p>	Lead	Every time transportation is used	
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