

# Risk Assessment

Date: 09/10/24	Assessed by: Rev Chris Harrigan	Checked by: Jim Seth/Becca Bell	Location: Regal Cinema, Redruth	Assessment ref no:	Review date: 09/10/25
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St Andrews Church / Toast Youth Group / Cinema Trip / Regal Cinema

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Arrival of young people at cinema (by themselves or with parents)	Young people arriving without supervision or becoming lost	Young people	Medium	<ul style="list-style-type: none"> <li>- Clear instructions provided to parents and young people in advance about meeting point and time</li> <li>- Leader present at the designated meeting point to welcome and guide young people</li> <li>- Contact number provided in case of issues</li> </ul>	Low
Late arrival	Young people arriving late and unable to contact group or parents	Young people	Medium	<ul style="list-style-type: none"> <li>- Clear instructions provided to parents and young people in advance about meeting point and time</li> <li>- Leader present at the designated meeting point to welcome and guide young people</li> <li>- Contact number provided in case of issues</li> </ul>	Low
Watching the movie in the cinema (supervised)	Inappropriate behaviour during the movie (disruptive or unsafe actions)	Young people, cinema patrons, leaders	Medium	<ul style="list-style-type: none"> <li>- Leaders supervising throughout the movie</li> <li>- Young people are briefed on acceptable behaviour before the movie starts</li> <li>- Leaders seated in various spots to ensure monitoring of behaviour</li> </ul>	Low
Consuming ice cream or snacks during the movie	Potential for food allergies or choking hazards	Young people	Medium	<ul style="list-style-type: none"> <li>- Parents asked in advance to provide information on any food allergies</li> <li>- Appropriate ice cream options chosen based on dietary restrictions</li> <li>- Leaders monitor young people during consumption</li> </ul>	Low

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Young people using cinema toilets.	Risk of inappropriate adult-child interaction, young person getting lost, or unsupervised time	Young people	High	<ul style="list-style-type: none"> <li>- Where possible, young people encouraged to go to the lavatory in pairs</li> <li>- If supervised, two leaders accompany the young person or one leader remains nearby without entering</li> <li>- Safeguarding policies followed, ensuring no adult is alone with a young person</li> <li>- Leaders aware of lavatory locations and conduct headcount upon return</li> </ul>	Low
Moving to the cinema restaurant for a meal	Young people becoming separated or lost when moving to the restaurant	Young people	Medium	<ul style="list-style-type: none"> <li>Leaders escort the group together to the restaurant</li> <li>- Headcounts taken before and after the move</li> <li>- Clear instructions given to stay with the group at all times</li> <li>- Leaders to visit the cinema beforehand to look for any potential risk hazards</li> </ul>	Low
Eating chips at the restaurant	Potential for food allergies or choking hazards	Young people	Medium	<ul style="list-style-type: none"> <li>Ensure the cinema restaurant is informed of any known food allergies in advance</li> <li>- Parents notified of the meal plan ahead of time to approve or provide alternative options</li> <li>- Leaders to observe cleanliness and hygiene at the restaurant</li> </ul>	Low
Leaving the cinema (young people collected by parents/carers or leaving on their own)	Young people leaving unsupervised, risk of becoming lost or unsafely picked up	Young people	High	<ul style="list-style-type: none"> <li>- Parents clearly informed of collection times and location</li> <li>- The leader supervises the collection area and ensures each young person leaves safely with an approved adult or as arranged</li> <li>- Contact list available for any issues with collection</li> </ul>	Low

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Safeguarding concerns during the event	Inappropriate adult-child interaction or lack of safeguarding adherence	Young people	Medium	<ul style="list-style-type: none"> <li>- All leaders are DBS-checked and familiar with safeguarding policies</li> <li>- No adult leader is left alone with a single young person</li> <li>- Leaders briefed on the safeguarding code of conduct before the event</li> </ul>	Low
Behavioural issues during the event	Disruptive behaviour, risk of injury due to misbehaviour, bullying	Young people	Medium	<ul style="list-style-type: none"> <li>- Clear behavioural expectations communicated to young people at the start</li> <li>- Leaders trained in handling disruptive behaviour and intervene when necessary</li> <li>- Timeouts or supervision for anyone struggling to follow behaviour guidelines</li> </ul>	Low
Fire or emergency evacuation during cinema or restaurant visit	Young people unfamiliar with emergency procedures, risk of panic during evacuation	Young people, leaders	High	<ul style="list-style-type: none"> <li>- Leaders familiar with cinema and restaurant emergency exits</li> <li>- Young people briefed on emergency procedures and exit locations</li> <li>- Leaders ensure a calm, orderly exit in case of emergency</li> </ul>	Low

Review of Risk Assessment (to be carried out before each occurrence of the activity)			
Date of activity	Detail of activity	Checked by	Signature


**Review of Risk Assessment (to be carried out before each occurrence of the activity)**

<b>Additional risk identified</b>	<b>Additional Control measures required</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Done</b>

## Notes to accompany Example Risk Assessment Form

### **Important!**

**If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.**

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13 & 14 below).

### **How to use the form for your situation**

- (1) **Date** : Insert date that assessment form is completed. It must be valid on that day
- (2) **Assessed by** : Insert the name and signature of the assessor. (Name is sufficient if done electronically)
- (3) **Checked / Validated\* by** : delete one.

**Checked by** : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

**Validated by** : Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location** : insert details of where the assessment is intended to cover, e.g. building, floor, room, School, Directorate etc
- (5) **Assessment ref no** : insert any local tracking references used
- (6) **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises** :. This is a specific risk assessment for typical activities associated with work in an office environment
- (8) **Activity** : The rows in this column have been merged to indicate that all the hazards relate to the day to day work of the office environment being assessed.

- (9) **Hazard** : list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious. Remove any from and add others to the example assessment as necessary
- (10) **Persons in danger** : insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g. new and nursing mothers, disabled, young persons on work experience.
- (11) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (12) **Existing measures to control the risk** : The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work,). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this example risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (13) **Residual Risk Rating** : This is the assessed risk level once the proposed control measures have been put in place. If this risk is still an A or B further consideration is essential before carrying out the activity.

		Seriousness			
		Low	Medium	High	Extreme
Likelihood	Low	D	D	C	A
	Medium	D	C	B	A
	High	C	B	A	A
A		Actions to reduce the likelihood and seriousness to be identified and implemented as soon as possible			
B		Actions to reduce the likelihood and seriousness to be identified and appropriate actions implemented			
C		Actions to reduce the likelihood and seriousness to be identified and costed for possible action			
D		To be noted. No action is needed unless grading increases over time			

## Severity Criteria

Hazards have different implications depending on who is at risk (the target) therefore the severity criteria are different accordingly. Below is a framework to help you adapt your risk assessment according to who or what is at risk:

Severity Criteria				
	Target			
Rating	People	Property & Assets, other consequential business losses	Reputation & Image	Operational capacity
<b>None</b>	<b>No injury:</b> No injury or damage to health or wellbeing.	<b>No damage:</b> No damage to property, assets or equipment.	<b>No impact:</b> No public awareness.	<b>No Impact:</b> no services delivered affected.
<b>Low</b>	<b>Minor or some first aid or other assistance required.</b>	<b>Minor damage:</b> limited or brief disruption to operations. Cost of no more than £1,000.	<b>Limited impact:</b> some local public/parish concern. Some local media attention with potential negative aspects for operations.	<b>Limited impact:</b> Some services may be temporarily affected without any lasting effect. Temporary alternatives may be required.
<b>Medium</b>	<b>Lost time.</b>	<b>Significant damage:</b> Partial shutdown of operations or cost of works up to £30,000 in value.	<b>Considerable impact:</b> Countywide public concern. High level of parish concern. Adverse attention in local media, risk of regional/national media. National Church may need to be made aware.	<b>Considerable impact:</b> one or more service areas affected. Some additional resources required to maintain service delivery.
<b>High</b>	<b>RIDDOR reportable.*</b> Including serious injury, illness or severe impact on mental wellbeing.	<b>Major damage:</b> Partial shutdown of operations - lasting weeks. Costs up to £250,000	<b>Regional impact:</b> Regional public concern. Extensive adverse media attention. High level of parish concern. National Church may be involved.	<b>Major impact:</b> one or more service areas are unable to be delivered in part or completely. Significantly more resources required to continue service provision.
<b>Extreme</b>	<b>Fatality</b>	<b>Extensive damage:</b> substantial shutdown of operations or total loss of ability to operate. Costs above £250,000.	<b>National impact:</b> National public concern. Extensive adverse national media attention. Extremely high level of parish concern.	<b>Complete shut down:</b> no service delivery possible in immediate future or a whole service area terminated.

(14) \* RIDDOR reportable: mainly if serious injury that must be reported to Health and Safety Executive. For more details:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>