

Risk Assessment

Date: 25/09/24	Assessed by: Rev Chris Harrigan	Checked by: Jim Seth	Location: St Andrews Church, Redruth	Assessment ref no:	Review date: 20/07/25
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Toast Youth Group / discussion & games / St Andrews Church

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Supervision of youth group upstairs	Lone leader supervision (only one adult leader with 10-12 young people)	Young people, Leader	Medium	<ul style="list-style-type: none"> - A young leader will assist the lone adult leader - Communication plan (open doors, walkie-talkies, continual communication) in place for emergencies - Safeguarding policies in place and known by the leaders - Leaders equipped with phones or walkie-talkies for immediate communication with leaders in the crypt 	D
Games and activities in a confined space	Trip hazards from tables, chairs, pews, columns, large stone font	Young people, leaders	Medium	<ul style="list-style-type: none"> - Pre-session inspection to ensure walkways are clear - Tables and chairs to be arranged to reduce obstruction - Large immovable objects (e.g., font) clearly marked - Young people briefed on hazards - Activity to be planned in advance with all risks being highlighted, assessed and planned appropriate 	B/C
Physical games and activities	Potential injuries from falls or collisions during games	Young people	Medium	<ul style="list-style-type: none"> - Games selected to be age-appropriate and non-contact - First-aid kit available upstairs - Clear rules communicated to participants before starting activities 	D
Emergency evacuation	Obstructed exits, unfamiliarity with evacuation routes	Young people, Leader	High	<ul style="list-style-type: none"> - Leaders aware of emergency exits and evacuation procedures - Evacuation routes to be checked and kept clear - Fire safety briefing given at the start of the session 	B/C

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Supervision in the crypt	Insufficient adult supervision in the crypt	Young people in the crypt	Medium	<ul style="list-style-type: none"> - Two adults assigned to supervise the crypt - Continuous communication with the leader upstairs - Safeguarding policies in place and adhered to by all adults 	D
Slips and falls	Wet or uneven surfaces. Obstacles	Young people, leaders	Medium	<ul style="list-style-type: none"> - Pre-session inspection to ensure dry and even surfaces - Immediate clean-up of any spills - Wet areas marked with signage 	D
Fire safety	Fire hazard or inadequate response in case of fire	Young people, leaders	Medium	<ul style="list-style-type: none"> - Fire exits clearly marked - Leaders trained on fire safety protocols - Fire equipment (extinguishers, alarms) checked before activity 	D
Behavioural issues	Disruptive behaviour, bullying, or risk of physical harm	Young people, leaders	Medium	<ul style="list-style-type: none"> - Clear code of conduct communicated to all young people at the start - Leaders briefed on handling disruptive behaviour - Support from the young leader to assist the adult leader in addressing issues 	D
Safeguarding concerns	Lack of adherence to safeguarding policies, inappropriate adult-child interactions. Disclosure of a safeguarding concern.	Young people, leaders	Medium	<ul style="list-style-type: none"> - All leaders are DBS-checked - Safeguarding policies followed - Appropriate safeguarding training - Leader is never alone with a young person in a 1-to-1 situation - Continual communication with other leaders and session debriefing following the activity. 	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Stairs	C&YP & Adults and those with mobility issues. Falling or dropping equipment Falling or tripping on stairs	Young people, leaders	Medium	<ul style="list-style-type: none"> -Ensure small children are always accompanied up and down stairs. -Ensure any doors opening onto stairs are kept closed/locked where appropriate. -Ensure lighting is working and switches are accessible -Check stability of handrails -Monitor movement of young people on the stairs 	D
Toilets	C&YP & other users Child being locked in Users being exposed to germs or hazardous substances. Users slipping on wet floors.	Young people, leaders	Medium	<ul style="list-style-type: none"> -Regularly check toilets for suitable hygiene standard -Maintain good standard of cleanliness, hygiene and security. -Ensure floor covering is suitable for the age group and in a clean/safe condition. -Ensure changing equipment is in good repair & there are adequate facilities for disposal of nappies or sanitary equipment 	D
Discussion/General	Upset/unwell/vulnerable children	Young people, leaders	Medium	<p>Depending on the nature of unwellness, upset, leader may advise young person to sit out, drink water etc.</p> <p>In case of a serious unwellness, call for first aid or 999.</p> <p>Make parent or carer aware of any concerns. Report in accident book/debriefing records</p>	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Volleyball	Potential injuries from falls or collisions during games. Impact with church structures/furniture	Young people, leaders	Medium	<ul style="list-style-type: none"> - Games selected to be age-appropriate and non-contact - First-aid kit available upstairs - Clear rules communicated to participants before starting activities -Game is monitored at all times. -Remove any objects that may cause harm 	D
Running games in the church (main nave and side aisles)	<ul style="list-style-type: none"> - Trips and falls over pews, columns, bags, steps or uneven flooring - Collisions with furniture, walls, or others - Slips on smooth or polished floor - Injury from falling onto hard stone surfaces - Overexertion, asthma or other health issues 	Young people, leaders	High	<ul style="list-style-type: none"> - Clear safety briefing before starting - Designated leaders to supervise and control pace - Run only in agreed clear paths (e.g., side aisles/nave lanes) - Remove bags/obstacles before play - Ensure good footwear is worn - Have first aid and asthma inhalers accessible 	A
Font/Pews/Church furniture and fixtures	Potential injuries from falls or collisions during games. Impact with church structures/furniture	Young people, leaders	Medium/High	<ul style="list-style-type: none"> - Games selected to be age-appropriate and non-contact - First-aid kit available upstairs - Clear rules communicated to participants before starting activities -Game is monitored at all times. -Remove any objects that may cause harm 	C

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Football (on stage)	Potential injuries from falls or collisions during games. Falling off the stage	Young people, leaders	Medium/High	<ul style="list-style-type: none"> - Games selected to be age-appropriate and non-contact - First-aid kit available upstairs - Clear rules communicated to participants before starting activities -Game is monitored at all times. -Remove any objects that may cause harm 	A
Use of pool table	<ul style="list-style-type: none"> - Injury from misuse of pool cues (swinging, poking) - Trips or bumps around table - Conflicts during competitive play - Slips from chalk dust or clutter - General misuse of equipment or furniture 	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Adult supervision at all times - Set up/down by volunteers before and after children arrive - Clear behavioural expectations and safety briefing - Limit number of players around the table - Keep area tidy and clutter-free - Cue chalk and cues stored appropriately - Conflict resolution by staff if behaviour escalates - Table not to be moved during session -Follow manufacturers instructions 	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Football table	<ul style="list-style-type: none"> - Injuries from fast-moving rods or pinched fingers - Rough play or crowding around the table - Trips or bumps near table - Conflicts during competitive games - Damage from misuse of equipment 	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Adult supervision throughout use - Set up/down by volunteers before and after children arrive - Safety briefing before play, including warning about rods - Limit number of players per side (e.g., 2v2) - Keep area around table clear of bags/chairs - Encourage good sportsmanship - Remove or pause game if misused 	D
Air Hockey Table	<ul style="list-style-type: none"> - Minor impact injuries from fast puck movement - Pinched fingers on table edges - Slips or trips around table area - Rough play or competitive conflict - Electrical hazard if table is powered and poorly maintained 	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Supervise use at all times - Set behaviour expectations (no leaning on table or excessive force) - Limit to 2 players at a time, others to stand clear - Keep area around table clear and dry - Ensure air hockey table is in good working order and PAT tested if electrical - Set up/down by volunteers before and after children arrive 	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Using toaster/toastie maker	Burns from hot surfaces or spattering fillings	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Only adults or trained leaders to operate toaster/toastie maker - Keep children away from hot surfaces - Allow equipment to cool before cleaning - Clear workspace around equipment 	D
Using kettle or boiling water dispenser	Burns or scalds from hot water or steam	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Only adults to handle kettle/boiling water - Hot water area to be supervised - Clear safety briefing given to all helpers - Use insulated jugs for serving if needed 	C
Serving food and drinks	Spills causing slips; hot drinks causing burns	Young people, leaders	Medium/High	<ul style="list-style-type: none"> - Use spill-proof mugs where possible - Clean up spills immediately - Carry drinks with care - Serve hot drinks on a counter, not carried by youth 	C
Use of sharp knives (e.g., for cutting bread or cheese)	Cuts or injuries	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Only adults or trained youth under supervision to use knives - Use appropriate chopping boards - Store knives safely after use 	D
Food allergies	Allergic reaction to ingredients (e.g., dairy, gluten, nuts)	Young people, leaders	Medium/High	<ul style="list-style-type: none"> - Allergy information collected in advance - Ingredient labels checked - Clearly label any common allergens - Alternative options available if needed - Staff trained in allergy awareness 	C
Cross-contamination	Risk of spreading allergens or bacteria	Young people, volunteers	Medium	<ul style="list-style-type: none"> - Use separate utensils and boards for different foods - Wipe down surfaces before and after use - Store food hygienically - Regular handwashing by food preparers 	D

Activity	Hazard	Who might be harmed and how	Risk rating	Measures required to control risk (including existing measures)	Residual Risk rating
Electrical safety	Shock or fire from faulty appliances	Anyone in the area	Medium	<ul style="list-style-type: none"> - Ensure appliances are PAT tested - Visual inspection before use - Do not overload sockets - Keep cords tidy and out of pathways 	D
Crowding around serving area	Trips, collisions, burns	Young people, volunteers	Low	<ul style="list-style-type: none"> - Clear signage for queuing or verbal briefing - Supervise serving station - Limit number of people in the kitchen or service area 	D
Waste disposal	Overflowing bins, hygiene risk	Leaders/volunteers	Low	<ul style="list-style-type: none"> - Provide bin bags and ensure regular disposal - Designate a volunteer to check bins throughout the session - Food waste separated if required 	D
Cleaning up after food preparation	Contact with cleaning chemicals; risk of slips if floor wet	Leaders/volunteers	Medium	<ul style="list-style-type: none"> - Use non-toxic, appropriate cleaning products - Store chemicals safely - Put up "Wet Floor" signs if mopping is required 	D

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)

Additional risk identified	Additional Control measures required	Action by whom	Action by when	Done

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