

Risk Assessment - RA 9 - Indoor picnic at St Martin's



| Club/Activity: | Incredibles Club ~ Family Outreach | | Date Assessed: | 17 th June 2019 |
|--|------------------------------------|-------------|---|---|
| Location(s): | St Martins Hall, Cromer | | Date of Event: | 13 th July 2019 |
| No. of Young People/Children: | 10 Families including 20 children | | No. of Staff: | 5 plus Team Leader (Evelyn Smith) |
| Hazard | Who may be affected | Risk Rating | Control Measure | Any Further Action |
| Lack of appropriate safeguarding | Staff/YP | L | All volunteers DBS checked / appropriate ratios / Children & YP will be accompanied by a responsible adult. | Staff training/awareness |
| Children getting lost / Abducted | YP | L | Children supervised at all times / Staff at entrance / Register taken of parents & children / Others areas of St Martins secured & locked | |
| Injury whilst moving equipment, setting up & pack down | Staff | L | Ensure staff move equipment in pairs and are made aware of hazards | |
| Injury whilst playing games/ activities | Staff/YPs | L | Establish ground rules for behaviour and ensure all follow instructions / All to wear appropriate footwear and/or clothing | First aider on site and first aid is checked before the event |
| Allergies/Food poisoning | Staff/YP | L | Food bought from the local shop / Any particular allergies to be highlighted by parents | Potential alternative food bought for known allergies |
| Bad/Inappropriate Behaviour | Staff/YPs | L | Ground rules & supervision | Asked to leave if necessary |
| Slips / Trips / Falls | Staff/YPs | M | Ensure appropriate clothing & footwear / All made aware of hazards / Area is clean and spills are cleared immediately | First aider on site and first aid is checked before the event |

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|----------------------------|-----------|---|--|---|
| Dehydration | Staff/YPs | L | Ensure staff/YPs have access to drinking water | |
| Fire and/or major incident | Staff/YPs | L | Ensure all fire exits are clear and all are made aware / Team leader to call the emergency services if needed / Register and list of all staff to be held by Team Leader | Agreed meeting pointing outside of the venue ~ local community store / All made aware |

Team Leader: Evelyn Smith

Signed:

Team:

- Simon Clipsom
- Christine Harold
- Dick McNeilge
- Jane McNeilge
- Chloe Bennett