

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