

# Risk Assessment

<b>Ministry:</b> EDGE Youth Ministry	<b>Assessment Type (Note 1) tick as appropriate</b>	
<b>Location/ Activity:</b> St George's Football Club, Borderville Sports Complex Ryhall Rd, Stamford PE9 1US.	<b>Specific</b> <input checked="" type="checkbox"/>	<b>Generic</b> <input type="checkbox"/>
<b>Date/timings (if specific):</b> Sundays' 5-6pm.	<b>Who is at Risk:</b>	
	<b>All Staff + Volunteers:</b> <input checked="" type="checkbox"/>	
	<b>Children/Young People:</b> <input checked="" type="checkbox"/>	
	<b>Parents + Visitors etc.:</b> <input checked="" type="checkbox"/>	

HAZARD/ ACTIVITY	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES (Note 2)	RESIDUAL RISK**		
		L	S	DR		L	S	DR
Traffic/road incident	Physical injury, fatality.	2	3	6	<ul style="list-style-type: none"> <li>Parents to be told that their responsibility to escort children to and from the session, ensuring road safety. The delivery and collection of attendees, while the responsibility of the parents, the Church will pre-publish any such specific requirements and safety points to all attendees prior to the event. (This will include timing, activities, refreshments, and emergency contact details and Leaders leading the sessions).</li> </ul>	1	3	3
Fire	Burns, Smoke inhalation, Physical injury.	2	3	6	<ul style="list-style-type: none"> <li>Venue's Risk Assessment for external events to be obtained to ensure that they conform with Fire Regulations and St. George's Church Stamford Insurance requirements</li> <li>If there is no formal fire drill, Leaders and young people are to be made aware where fire exits are situated and assembly areas outside of venue.</li> <li>Leaders to familiarise themselves with the fire drill procedure of the venue on arrival.</li> <li>The Agreed assembly point is <b>the main car park, and central points in the football pitch areas.</b></li> </ul>	1	3	3

Security of Young People, Pick pocketing, theft, assault, incident with member of the public, personal safety	Physical injury , emotional injury, abuse.	3	2	6	<ul style="list-style-type: none"> <li>• Register taken on arrival and a final register to be taken upon completion and before parent collect.</li> <li>• Correct ratio of leaders to young people to ensure adequate supervision – including toilet breaks.</li> <li>• The young people will be instructed not to the leave the venue or group without permission and without knowing where and when to meet again.</li> <li>• Mobile phone numbers available of young people or/and their parents to check on them if cannot find young person.</li> <li>• If young person cannot be found, staff to centralise all young people to enable thorough search of building/area and thereafter to follow the set procedure in our Safeguarding Policy.</li> <li>• The young people are to be informed of risks, reminders about safekeeping of valuables</li> <li>• Advised to bring essential items only.</li> <li>• Report any incidents to a leader immediately.</li> </ul>	1	2	2
Injury through physical activities	Slips, trips, falls, Sprains, cuts and bruises.	2	2	4	<ul style="list-style-type: none"> <li>• First aid kit to be available.</li> <li>• First Aiders will take steps to prevent cross contamination from blood born viruses prior to administering first aid by completing an initial assessment.</li> <li>• First Aider [Marcus Harris] always on site and access to phone available to call 111 or 999 if required</li> <li>• Where incidents occur leaders to be debriefed after sessions to ensure any incidents are noted and reviewed for future guidance</li> <li>• All accidents and incidents (near-miss/undesired circumstance) to be appropriately recorded using the building's accident log/ Investigation form and/or using CPOMS as per our polices. Parents to be notified – and this is to be recorded.</li> <li>• Maximum number of YP on pitch at one time is 18.</li> </ul>	1	2	2

Health/ Special needs/Illness.	Sickness caused through reactions & allergies, including insect bites. Lack of daily medication.	3	2	6	<ul style="list-style-type: none"> <li>• Emergency contact details for the young people to be carried by all leaders at the event.</li> <li>• Leaders are aware of medical/special needs information on forms.</li> <li>• First aid trained leader to be present throughout.</li> <li>• First Aid kit available</li> <li>• First Aiders will take steps to prevent cross contamination from blood born viruses prior to administering first aid by completing an initial assessment. .</li> </ul>	1	2	2
Inappropriate behaviour/ Child Protection/ Safeguarding	Emotional upset, physical injury, sexual activity, abuse	3	2	6	<ul style="list-style-type: none"> <li>• All leaders will be DBS checked.</li> <li>• Ratio of adults to YP in accordance with C of E guidelines</li> <li>• No Young Person is permitted to leave the site without permission</li> <li>• Leaders will be made aware of Young People with additional needs and any special considerations/behaviour required</li> <li>• Leaders to be made aware of boundaries around all young people –including those with additional needs</li> </ul>	1	2	2

**Points which must be undertaken prior to attendance are:**

- Risk assessment of venue, activity, age range undertaken
- Where appropriate contract/agreement with venue to be drawn up to clarify responsibility around insurance, equipment etc. A copy of venue's RA to cover external groups to be obtained
- Record Form with information on medical and special needs + parental consent completed for each attendee
- Leaders to be aware of the location of the wall mounted 1st Aid box in main player's corridor with Defibrillator, and 1st Aid Bag in main reception in addition to St George's Own First Aid Kit.
- Leaders to have DBS checks and to have been made aware of RA and St George's Children's Safeguarding policy

**Points which must be undertaken after activity are:**

- Debrief of session and communication and RA to be amended as required for future activities.

Assessor (Note 4)		Operations (Note 4)		Overall Risk Rating (highest risk)
Signature:	<i>A Pinney</i>	Signature:	<i>C Arthey</i>	3
Position:	Youth Minister	Position:	Operations Manager	
Date completed:	09/09/2021	Date completed:	09/09/2021	
<b>Operations Assessment Review (Note 4 and 5)</b>				
Date:	21/02/2022	13/12/2022		Review frequency
Signature:	<i>J Caseley</i>	<i>J Caseley</i>		Annually

## Risk Management

All activities have risks associated with them. The purpose of Risk Management is to recognise that risks exist, to identify them to mitigate them and to plan for their possible occurrence. Risk Management can be sub-divided into risk assessment and risk control.

### Risk Management is an ongoing process throughout any activity.

A risk assessment is a proactive approach to lessen the chance of an untoward event ever happening and is used to identify possible problems and situations that could cause harm. It is designed to identify things or activities which could cause harm (hazards) and the people that may be effected and evaluate the associated risk which is a combination of the probability of the hazard being realized and the consequence of its outcome.

Armed with this information decisions can be made on how the risk is to be mitigated. Safety awareness is essentially common sense and a risk assessment is just a structured approach to something that in everyday life one does automatically.

## Risk evaluation

Once the hazards have been identified the risks associated with each hazard must be evaluated. This must take into account the probability of exposure to the hazard and the consequence of the outcome e.g. how many people could be affected, how severely (see consequences) or the cost

Risk can be recognised and managed by using the formula:  $RISK = PROBABILITY \times CONSEQUENCE$

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

## Mitigation

If all risk scores on the assessment are 5 or below, the activity can proceed. No action is required, but if the risk can be easily reduced further then it would still be sensible to do so. If some of the initial scores are 6 or higher then further work must be done to reduce the risk:

<b>High</b>	Rigorous scrutiny of control measures required to ensure <a href="#">ALARP</a> , Improve control measures where possible; consider stopping the activity. Conducting activities at this level of risk may require formal approval from the PCC.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting the activity.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.

\* Numbers used are for illustrative purposes only. \*\* Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Operations are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified they are to be recorded and the Generic assessment updated to a 'Specific' risk assessment.
- 2 Only a reference to a simple description of the control measures is required. If the existing control measures reduce the risk to [ALARP](#) and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.
- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.
- 4 Assessors are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.
- 5 Risk Assessments are to be reviewed:
  - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
  - if there is reason to doubt the effectiveness of the assessment.
  - following an accident or near miss.
  - following significant changes to the task, procedure, person at risk or staff.
  - following the introduction of more vulnerable persons.