

First Sunday Youth Group
Risk Assessment
St. Cuthbert's Hall, North Shields

Activities				
<u>area</u>	<u>hazards</u>	<u>person at risk</u>	<u>risk/ likelihood / consequence</u>	<u>control measure/ controlling risk</u>
Welcome and attendance	entry of non group members	individual	low, threat, disruption	one adult leader to ensure door is monitored from 5:45pm onwards to welcome people
		the whole group	low	The door to the building will be locked once group members have arrived. This will be checked by an adult leader. Young people will be supervised going in and out of the building during the evening, which will be discouraged unless for clear reason.
	Safe arrival and departure as expected by young people's guardians	young people	low	A record of attendance will be kept each evening the group meets with a summary of activities undertaken. Young people are generally dropped off by parents. Leaders will ensure all young people have safe transport home.
Use of the building	slips, trips and falls	young people	low	Welcoming adult to make all young people aware of any general information regarding the layout/ awareness needed for safe use of the building
Activities	events during the evening	young people	low	The record of events / summary of the evening to be made at the end of each session may highlight any concerns, however will be a record of general time spent during the evening
		young people		Parental permission will be sought in writing only for activities that take place outside of the hall.
	accidents, falls, over excitement leading to accidents	young people	low	All activities will have been given a basic risk assessment by the leader of that activity. This includes any games young people are invited to take part in. Where new activities potentially change the risk a separate risk assessment will be completed.
Equipment	cuts, accidents	young people	low	Any equipment used during the evening will be visually checked by a leader for safety and basic use. Any broken or faulty equipment will be removed straight away and a replacement sought as applicable.
Fire safety	bodily harm	young people	low	In the event of a fire the young people will be guided out of the building to the fire assembly point in the car park. Additional help will be sought, assigned adult will ring 999 as required giving location as St. Cuthbert's Hall, My Street, My town, POSTCODE . The Parish Priest will be contacted once all persons are safe.
Accessibility	use of stairs	those with disability / movement limitations	low, current all able bodied	Adults will support any person requiring help with the stairs. Review group members attending regularly and adjust meeting place if necessary. Any individual requiring support for leaving the building in an emergency will arrange a plan with group leader
		young people	low	Young people will be discouraged from hanging around / playing or pushing on the stairs

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	fire exits	young people	low	Young people will only be allowed to use the main exit and will not leave the building without adult supervision and agreement any other way. Particular awareness should be the upstairs fire exit door on the first floor.
permitted areas of the building	kitchen area poses threat	young people	burning, cuts, contamination, accidents, medium	Entry to kitchen area will be restricted. An adult will always accompany a young person if access required to the kitchen area. The kitchen will be checked for hazards before young people are allowed to enter. Accompanying adult will check that all appliances and lights are off safely after use of kitchen.
	use of other equipment e.g. piano	young people	trapped fingers /personal injury jury, damage to equipment low	Young people will be supervised when using this equipment. The adult will ensure good practise applied by young people. The adult will advise accordingly if behaviour not matching requirements of equipment used
visitors	unwelcome visitor/	Young people , volunteers	low , all visitors to report to adult leader, give due notice of visit, permission sought from appropriate parties	All visitors will be introduced by name, adult volunteers will monitor visitor behaviour and interaction with young people. Any expected visitors will be confirmed with other helpers , ensure all visitors have appropriate dbs where required, family circumstances may not permit access to all individuals. Adults to be aware of family circumstances that may affect this.
toilets	building in use by other groups, young people vulnerability	young people	low	As the toilets are downstairs in the building, adults will be aware of 1) other potential groups using the centre and / or facility. 2) Young people will be encouraged to go downstairs in twos as a preference.
drinks	scalds, burns, accidents due to spillage	Young people , volunteers	medium	An adult will supervise all food and drink preparation, checks for allergies will be completed with the young people. Drinks will be served safely.
food	cooking/ preparing under safe and clean conditions	Young people , volunteers	medium	Equipment in use will be checked. Appropriate supervision of the young people using any equipment will be carried out. All activities given the necessary support required depending on age and ability of person working with food and drinks.
group discussion	emotional upset	young people	medium	The discussion will be led sensitively, videos used will be checked and verified beforehand. and any issues or concerns addressed and dealt with as quickly as possible. If necessary a discussion may be interrupted or changes/ stopped.
safeguarding / disclosure	abuse	young person(s)	medium	All volunteers will be trained and adhere to Diocesan Guidelines as set out. See attached to this risk assessment.