



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 5 Original Assessment Date: 29/07/2021 Revised Assessment Date: 04/07/2022 Reviewed Assessment Date: 20/07/2023	Location/Venue: Blackmarston School Assessor's Name: Megan Chambers Re-Assessor's Name: Megan Chambers Reviewed Assessor's Name: Megan Chambers	Persons involved in/affected by risk: Employees Families and Young People Others	Individual assessments required (Person's Initials)/Additional assessments required: Reasons for individual/additional assessments:
Task/Activity/Area Assessed: General assessment for Play sessions held at Blackmarston school			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury/illness	Assessed Band	Action Required? Y/N
Car park Moving vehicles in car park	Staff will arrive before parents/carers which will ensure fewer moving vehicles in the car park. Staff will also leave after all CYP and parents/carers have left. Staff to park in the lower car park. Families to park in the main car park area.	1	2	Minimal	No

	<p>YP will only be allowed access to car park when arriving and leaving session, supported by staff or parent/carer.</p> <p>The Leader to assist staff and parents/carers if required to ensure all CYP arrive and leave the session safely.</p>				
<p>Doors leading to unavailable rooms</p> <p>CYP able to enter the kitchen without permission</p>	<p>Staff and CYP informed which rooms cannot be accessed.</p> <p>Most doors are secured via a fob system. Fobs will be allocated to certain staff at the pre-session meeting. It is the staff's responsibility to then ensure that these fobs are not used to access rooms that are unavailable.</p> <p>The door to the kitchen will remain locked throughout the day unless it is being accessed by staff. The key to the kitchen is to be hung up next to the door.</p>	1	1	Minimal	No
<p>Doors leading outside.</p> <p>CYP able to leave session without permission</p>	<p>Staff asked to be vigilant while CYP are arriving and leaving to ensure their CYP does not escape the building.</p> <p>All doors leading to outside are fob controlled.</p>	1	1	Minimal	No
<p>Trips, slips & falls by staff and young people inside the building</p> <p>Tripping over objects</p> <p>Slipping on spills on the floor</p>	<p>All staff to check inside area for any objects and furniture that may be a trip hazard. Staff to move any hazards to a suitable place if possible. The Leader to be informed if this is not possible.</p> <p>Staff to ensure toys and activities are set up safely, without causing trip hazards or blocking walkways, doors and fire exits. Toys and activities to be set up on tables where possible to reduce the number of toys on the floor.</p>	1	2	Minimal	No

	<p>Staff to encourage CYP to tidy up and put away toys throughout the session that they are no longer using to reduce items on the floor.</p> <p>Staff to ensure that any spills or food on the floor is cleaned up straight away. If unable, the staff member should ask another member of staff to help.</p> <p>CYP with visual impairments that may result in them tripping should be offered staff help to move around the building if this is appropriate</p>				
<p>Climbing Frame in hall</p> <p>Falls</p>	<p>CYP are not permitted to use the climbing frame in the hall.</p> <p>Climbing frame to be blocked off by tables with activities set up on them, to discourage any CYP from climbing onto them and the climbing frame.</p>	1	1	Minimal	No
<p>Access to electric sockets by CYP.</p> <p>Electric shocks</p>	<p>At the start of the session, a member of staff will ensure that all sockets are switched off.</p> <p>If any electrical resources are being used during the session, they will have a current PAT test.</p> <p>A visual inspection of any sockets will be made before they are used.</p> <p>Staff to not charge their personal phones at any sockets at the venue.</p> <p>Any CYP that would likely pose a risk with electric sockets will have 1:1 supervision. If the behaviour is</p>	1	1	Minimal	No

	exhibited at a session but the CYP does not have 1:1 supervision, support ratios will be reviewed.				
Fire	<p>The Leader to remind staff of fire procedures at start of session.</p> <p>Staff and CYP to meet outside on Marlbrook sports field if fire alarm raised through appropriate door. The Leader to ensure there are adequate staff in all areas throughout session to avoid lone working in case of fire.</p> <p>Staff should not obstruct fire doors with toys, tables, chairs or empty wheelchairs.</p> <p>The Leader to ensure there is an appropriate number of staff inside and outside. This will ensure no lone working if the group is split during a fire.</p>	1	2	Minimal	No
Lone Working	<p>The Leader to ensure that there are always sufficient staff in all areas to ensure that there is no lone working.</p> <p>This includes ensuring there is suitable numbers of staff when outside, as well as when using the rooms and corridors within the building.</p> <p>Staff to remain vigilant that they are in areas where they can be seen by other staff members when working away from the main group areas.</p>	1	1	Minimal	N
Trips & falls by staff and young people outside	The Leader to remind staff and CYP people of safety on uneven surfaces.	1	2	Minimal	No

	<p>Staff to check outside play area for any possible trip hazards. Staff to move any hazards such as outside toys on the floor to a suitable place if possible.</p> <p>Staff to encourage safe play on the outside play equipment. This includes following the star path around the swings.</p> <p>Staff to supervise their allocated CYP whilst playing on equipment outside.</p> <p>The wheelchair swing is not to be used without the appropriate restraints.</p>				
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Risk Rating		Rating Action Bands			
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'					

Action Required:	Action Completed (Name and Date):	Review Date:
Completed by (Name): Megan Chambers	Signature: <i>Megan Chambers</i> 29.7.21	
Reviewed by (Name): Megan Chambers	Signature: <i>Megan Chambers</i> 20.07.23	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 26.7.23	