



## MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



<b>Assessment No: 8</b>  <b>Original Assessment Date:</b> 20.9.20  <b>Revised Assessment Date:</b> 20.7.23  <b>Reviewed Assessment Date:</b>	<b>Location/Venue:</b> Withington Village Hall  <b>Assessor's Name:</b> Megan Chambers	<b>Persons involved in/affected by task:</b>  Employees Young People Public	<b>Individual assessments required (Person's Initials)/Additional assessments required:</b>   <b>Reasons for individual/additional assessments:</b>
<b>Task/Activity/Area Assessed:</b>  <b>Withington Village Hall</b>  General risk assessment for activity days held at the hall			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury/Illness	Assessed Band	Action Required? Y/N
<b>Kitchen</b>  Utensils in cupboards kept in the kitchen.  Cleaning cupboard located in kitchen.  Hot taps.	Staff only to access kitchen during session to put away and access personal belongings.  Kitchen access blocked to CYP through hatch and bolted gate. Gate to be kept bolted throughout session. If hatch is left raised, it must be secured correctly.  Cleaning cupboard to only be accessed once CYP have left the premises.	<b>1</b>	<b>1</b>	<b>Minimal</b>	<b>No</b>

	<p>Staff to not use any cleaning chemicals that are covered under COSHH regulations that are found within cleaning cupboard.</p> <p>Warning signs found over hot taps.</p>				
<p><b>Chair/Table Store Cupboard</b></p> <p>Incorrect storage of furniture.</p>	<p>Staff not to work alone when accessing the chairs and tables at start of session or when putting them away.</p> <p>All chairs and tables required will be taken out of the cupboard before the arrival of any CYP.</p> <p>Cupboard to be blocked off with a table once the necessary chairs and tables have been taken out. No access to this cupboard will be permitted to any CYP.</p> <p>At the end of the session, staff will clean chairs and tables before being put away.</p> <p>Instructions on the correct storage of the chairs and tables will be followed when putting away furniture.</p>	<b>1</b>	<b>2</b>	<b>Minimal</b>	<b>No</b>
<p><b>Upstairs</b></p> <p>Stairs</p> <p>Stairlift</p>	<p>CYP to receive full supervision when climbing stairs, and are encouraged to hold the hand rail.</p> <p>Upstairs will be used as an overflow/breakout area only as needed.</p> <p>At least two members of staff will be upstairs to prevent any lone working, or an individual member of staff will make themselves known to</p>	<b>1</b>	<b>2</b>	<b>Minimal</b>	<b>No</b>

	<p>others either over the banister, or through the glass windows into the hall. This will be kept to a minimum.</p> <p>No one to lean over the banisters upstairs.</p> <p>Prior to the session, a member of staff will ensure that all furniture upstairs is stored safely.</p>				
<b>Hewison Lounge</b>	<p>Prior to the session, staff will ensure that no furniture is stacked in a dangerous manner in the room.</p> <p>Any CYP wanting to enter the room will be accompanied by two members of staff, or staff will make themselves visible through the open hatch.</p> <p>CYP to not access the piano throughout the session.</p>	<b>1</b>	<b>1</b>	<b>Minimal</b>	<b>No</b>
<b>Toilets</b> Locking doors Hot water	<p>CYP that can use the toilet independently will be encouraged to do so, but not lock the door.</p> <p>CYP and staff to be reminded not to use the hot tap in the disabled toilet as it gets very hot very fast, hand sanitiser will be made available.</p>	<b>1</b>	<b>2</b>	<b>Minimal</b>	<b>No</b>
<b>Main Hall</b> Access to electric sockets by CYP. Electric shocks	<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>	<b>1</b>	<b>1</b>	<b>Minimal</b>	<b>No</b>

	<p>A visual inspection of any sockets will be made before they are used.</p> <p>Staff are not to 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 exhibited at a session but the CYP does not have 1:1 supervision, support ratios will be reviewed.</p>				
<p><b>Main Hall</b></p> <p>Trips, slips and falls (including tripping over objects and slipping on spills)</p>	<p>Toys and activities to be set up on table as far as possible.</p> <p>If toys are set up on floor, they will be set up around the edges of the room so not to cause obstructions.</p> <p>CYPs will be encouraged to keep areas tidy and to pick up toys once they are finished with them to reduce items left on the floor.</p> <p>Staff and CYP will be reminded to not swing on chairs or lean them forward to prevent falls off chairs or creating a trip hazard.</p> <p>Staff to ensure any spillages are cleaned straight away. If they are unable to do this themselves, they will inform another staff member who can assist with cleaning.</p> <p>If staff see anything that poses a risk throughout the session, they should move it to a suitable</p>	<p><b>1</b></p>	<p><b>2</b></p>	<p><b>Minimal</b></p>	<p><b>No</b></p>

	<p>place if possible and inform the session leader of the finding.</p> <p>Any CYP attending with visual impairments will have a designated staff member to ensure their safety when walking around the venue.</p>				
<p><b>Doors leading to outside</b></p> <p>CYP leaving without permission</p> <p>Members of public entering the building without authorisation</p>	<p>Once all CYP have entered the building, the main door will be locked by the session leader. This will prevent any members of the public from entering the building.</p> <p>CYP that pose a risk of leaving through fire doors without permission will have an appropriate support ratio to prevent this from occurring. If any behaviours change, support ratios will be re-evaluated.</p>	<b>1</b>	<b>1</b>	<b>Minimal</b>	<b>No</b>
<b>Fire</b>	<p>Session leader to remind all staff of fire procedure at the start of the session.</p> <p>In the case of a fire, staff to assemble at the assembly point (in far side of the car park), ensuring they have their CYP(s) with them. This can be through any of the clearly marked fire exit doors.</p> <p>Staff to ensure that fire exit doors are not obstructed by toys or empty wheelchairs.</p> <p>Fire extinguishers are found throughout the building.</p>	<b>1</b>	<b>2</b>	<b>Minimal</b>	<b>No</b>

	<p>Session Leader will ensure that if the group is split between inside and outside, there is an adequate number of staffing for both groups to ensure there is no lone working if the group is split.</p>				
<p><b>Car Park</b></p> <p>Car park can also be used by members of public.</p> <p>Moving cars at times when CYP are being dropped off/collected.</p>	<p>Staff to arrive before parents/carers to reduce the number of moving cars in the car park. In the same manner, staff will leave after the collection of CYP.</p> <p>Staff to walk over to CYP once they are signed in to walk them to the hall. If CYP are part of a group ratio, and their designated staff member is not available to walk them to the hall, the Session Leader/a free member of staff will do so.</p> <p>At the end of the session CYP will be dismissed one at a time (except for sibling/family groups). The session leader will indicate to staff the order in which CYP are to leave the hall.</p>	<b>1</b>	<b>2</b>	<b>Minimal</b>	<b>No</b>

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
<b>To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'</b>					

Action Required:	Action Completed (Name and Date):	Review Date:
<b>Completed by (Name):</b> Megan Chambers	<b>Signature:</b> <i>Megan Chambers 20.7.23</i>	
<b>Reviewed by (Name):</b> Rae Chambers	<b>Signature:</b> <i>Rae Chambers</i>	