



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 1 Original Assessment Date: 20.07.23 Revised Assessment Date: Reviewed Assessment Date:	Location/Venue: Saxon Hall Assessor's Name: Megan Chambers Re-Assessor's Name: Reviewed Assessor's Name:	Persons involved in/affected by risk: Employees Families and Young People	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 Saxon Hall			

Copies of this risk assessment will be available on Marches Family Network website for staff and parents to access

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.	1	2	Minimal	No

	<p>Staff to park in the far end of the car park, or the overflow (dependent on number of staff vehicles). Families to park in the main car park area.</p> <p>The Leader to assist staff and parents/carers if required to ensure all CYP arrive and leave the session safely.</p> <p>Once all CYP are signed in/families have left, the gates to Saxon Hall car park will be closed, to prevent cars from entering/leaving whilst CYP are playing outside.</p> <p>The gates to the car park will be reopened at 2.45pm, and after this time, all CYP are to remain inside.</p>				
<p>Doors leading to unavailable rooms</p> <p>CYP able to enter the kitchen without permission</p>	<p>Staff and CYP will be informed which rooms cannot be accessed.</p> <p>Most rooms that are unavailable will be locked – this includes the cleaning cupboard. The leader will have the key to access any of these rooms if required.</p> <p>CYP not to access the kitchen where staff will store their bags during the day. Staff to be aware of any CYP that may attempt to follow them into the kitchen.</p> <p>Staff will move any items that are unavailable during the MFN session to a locked room prior to the session starting</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 leave the building.</p>	1	1	Minimal	No

	<p>Gates leading into Saxon Hall to be closed for the majority of the day, so that CYP will be unable to leave the area if they access outside.</p> <p>Staff only to operate the push bar doors from the main hall – they are very heavy. Staff to be extra vigilant about fingers becoming trapped in the doors when they are open.</p>				
<p>Café Area</p> <p>Accessing electronics Hall control buttons</p>	<p>Staff to be aware of the buttons on the wall and ensure that CYP do not press them.</p> <p>Tables will be placed to block off the laptops, with CYP bags placed on these to prevent access.</p>	1	1	Minimal	No
<p>Small Hall</p>	<p>This hall will be used for personal care when a hoist is required.</p> <p>Blinds will be drawn to protect privacy, and any windows without blinds will be covered in paper prior to the start of the session.</p> <p>Staff will be able to lock this door to ensure that no one else can enter the room whilst it is being used as a toilet.</p>	1	1	Minimal	No
<p>Meeting Room</p>	<p>Staff to ensure that all furniture is moved to one end of the room to provide the space as required.</p> <p>This room will be used as a breakout room as required.</p> <p>The door can be locked and unlocked from both sides.</p>	1	2	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 should 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> <p>Staff should 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>	1	2	Minimal	No
<p>Furniture Storage</p>	<p>CYP are not permitted to enter the furniture storage room – if required this can be locked during the session.</p> <p>Staff to ensure they move furniture correctly, and do not carry anything over their own personal limit.</p> <p>Staff to ensure that all furniture is stored correctly during, and at the end, of the session.</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 exhibited at a session but the CYP does not have 1:1 supervision, support ratios will be reviewed.</p>	1	1	Minimal	No
<p>Fire</p>	<p>The Leader to remind staff of fire procedures at start of session.</p> <p>Staff and CYP to meet outside by the car park if fire alarm is raised, through an 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

<p>Lone Working</p>	<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 are 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>	<p>1</p>	<p>1</p>	<p>Minimal</p>	<p>N</p>
<p>Trips & falls by staff and young people outside</p>	<p>The Leader to remind staff and CYP people of safety on uneven surfaces.</p> <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.</p> <p>Staff to supervise their allocated CYP whilst playing on equipment outside.</p> <p>Staff to ensure that the messy play area is clear of any hazards prior to any children arriving.</p> <p>CYP to not play near the allotments, or the polytunnels. If required, staff will help CYP redirect to a more suitable area to play.</p> <p>Staff and CYP to be aware of the large art sculptures in the garden, and to avoid playing closely by these.</p>	<p>1</p>	<p>2</p>	<p>Minimal</p>	<p>No</p>

	<p>Staff and CYP not to play in the memory garden area – out of respect, and to avoid the trip hazards in the area.</p> <p>Staff and CYP to avoid playing in the car park.</p> <p>Access to outside will only be available once the gates are securely closed.</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> 20.7.23	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 25.7.23	