

## ASHURST WOOD VILLAGE COUNCIL YOUTH CLUB - RISK ASSESSMENT

FUNCTION/LOCATION: Ashurst Wood Youth Club runs out of John Pears Pavilion with the use of the field and play area and the tennis courts throughout the year. The Club provides a place for young people of secondary school age (11-18) to hang out and take part in various activities organised by the Club					
Category	Hazard	Control	Review timing	Level of Risk	Control
1) Layout of the building and surrounding outside area	<p>The Pavilion is maintained by Mid Sussex District Council (MSDC) – damage to building through wear and tear e.g. loose slabs, electrical appliances</p> <p><b>FIRE</b></p>	<p>Regular checks to building and outside area by Youth Leader and AWVC Handyman</p> <p>Emergency exits/door to be kept clear (and not locked during youth club)</p> <p>No Candles to be used at Youth Club</p>	Monthly	Low	<p>Reports made to Clerk/MSDC for repairs</p> <p>Fire procedure – to evacuate building (meeting point by tennis courts gates)</p>
2) Field/playground/tennis courts	<p>Broken glass</p> <p>Bacteria from faeces</p> <p>Needles laying around</p> <p>Damaged play equipment</p>	<p>Regular checks to field/playground/tennis courts outside area by Youth Leader/volunteer helper and AWVC Handyman</p> <p>Youth members to be advised to report anything they see to Youth Leader/volunteer and <b>NOT TO TOUCH</b> themselves</p> <p>MSDC are responsible for maintenance and have own rangers checking area.</p>	On each occasion/Monthly	Low	<p>Regular checks to field/playground/tennis courts by Youth Leader and AWVC Handyman. Reports made to Clerk/MSDC for repairs</p> <p>Disposable gloves/needle container and rubbish bags to be available for Youth Leader/volunteers and to dispose of appropriately</p>

		<p>Regular mowing of grass areas and regular checks of area to ensure no debris/tools left on ground</p> <p>(Personal safety covered below)</p>			
3) Safeguarding	Youth Leader and regular YC volunteers to have the necessary DBS checks	Safeguarding Policy Confidentiality Policy Allegations Policy & procedures	Policies review yearly		<p>Clerk to arrange DBS checks. To adhere to Safe guarding and copies issued to volunteers</p> <p>All staff/volunteers to read the Safeguarding policy and are aware of the procedure if a disclosure is made to them.</p>
4) Safeguarding – throughout sessions		<p>All young people to sign in/out of each session using the designated register</p> <p>Outside play MUST be in minimum groups of two</p> <p>Torches/phone torches to be used by young people in darker evenings</p> <p>Do not let adults (or teenagers) who are under the influence of alcohol/drugs or display aggressive behaviour in to the Pavilion</p> <p>Youth Leader/volunteers should never take a young person to the</p>	On each occasion		<p>Registration desk to be manned and checked</p> <p>Youth Leader/Volunteer to be on door/outdoor duty/look out and to have torch with beam</p> <p>A map of accessible area to be displayed in Youth Club. Car Park is out of bounds. No playing near gates or roadside</p> <p>Above (call 999 if there is an immediate perceived risk. Youth Leader and volunteers to assess situation and gather everyone together at a safe place)</p> <p>IF there are unusual circumstances, there MUST be two adults</p>

		<p>toilet; to encourage independence</p> <p>Parental/guardian consent to be given for taking and sharing photographs</p> <p>Personal safety awareness – parental/guardian to sign membership form giving consent for participation in activities and permission to leave the premises at their own free will (signing in/out procedure)</p> <p>Young person to sign membership form confirming they have read the code of conduct</p> <p>All young people to be made aware of the ground rules regarding access to the Pavilion and field</p>			<p>Youth Leader (or nominated volunteer DBS checked) to take pictures. If personal device used, to delete once transferred to Council or Youth Club media</p> <p>Membership forms issued to all members and kept by Youth Leader</p> <p>As above</p> <p>Youth Leader to inform all young people</p>
<p>5) Pavilion – Kitchen</p> <p>Oven</p> <p>Microwave</p> <p>Hot water tap</p>	Burns	<p>Adult supervision required in kitchen. Oven gloves to be used for oven</p> <p>Hot tap is extremely hot. Youth members to be advised to use cold tap only.</p> <p>1<sup>st</sup> Aid kit in kitchen.</p>	On each occasion	<p>Low</p> <p>Medium</p>	<p>Appliances to be switched off when not in use.</p> <p>Damage to appliances to be reported to MSDC and sign not to be used MSDC responsible for PAT testing</p>

		<b>All accidents to be recorded in accident book</b>			<b>First aid training</b>
<b>6) Personal Safety</b>	<b>Injuries: Accidents, slips, trips, falls, bumps, silly behaviour, over excitement resulting in escalating dangerous behaviour</b>	<b>Ensure area is clear of obstacles; electrical leads are positioned carefully or covered-up safely; avoid trip hazards. Floors to be dry and spills to be cleared-up immediately. Pavilion numbers not to be more than 30 members (the room can hold up to 40 safely). Young people to wear sensible footwear</b>	<b>On each occasion</b>	<b>Low</b>	<b>Youth Leader/volunteer to set up Pavilion and check for hazards  1<sup>st</sup> Aid kit and accident book  1<sup>st</sup> Aid training</b>
<b>7) Personal safety</b>	<b>Behaviour: inappropriate, aggressive or disruptive behaviour, bullying</b>	<b>Ensure young people are aware of the ground rules including expectations regarding acceptable behaviour. Inform them of this when they start and remind as appropriate</b>	<b>On each occasion/as need</b>	<b>Low</b>	<b>When a person's behaviour is disrupting the Youth Leader/volunteer should remind them of the expectations regarding behaviour. If the behaviour continues, the young person/s will separated from the main group explaining why and chance to calm down. IF the behaviour is unmanageable/unacceptable, the parent/guardians will be informed (this may include collecting the person before the end of the youth club session). It may be necessary to consider excluding the member for a number of sessions (or permanently).  All incidents will be reported to the Chair of the YC</b>

					<p><b>Committee who will be involved in any decision to exclude.</b>  <b>A report will be written on each incident and filed in locked cabinet at AWVC</b></p>
8) Personal safety	<p><b>Outdoor play: Injuries</b></p> <p><b>Young person/s running off from the main group/Youth Club</b></p>	<p><b>Refer to injuries section (6)</b>  <b>If person has had a fall and is injured to get adult help immediately</b></p> <p><b>Ensure young person/s are aware of the ground rules and to remain in pairs or small groups</b>  <b>Youth</b></p> <p><b>Leader/volunteer helper on door/outside duty</b></p>			<p><b>Leader/volunteer helper on door/outside duty</b></p>
9) Personal safety	<p><b>Approach/confrontation from the public / verbal comments</b></p>	<p><b>Outdoor play <u>MUST in minimum of twos</u></b></p> <p><b>Young people to be aware of outdoor play rules and allowed area for play</b>  <b>To report anyone in the park area which makes the any young person feel uncomfortable to</b>  <b>Youth</b>  <b>Leader/volunteer helper</b></p> <p><b>Youth</b>  <b>Leader/volunteer helper on door/outside duty</b></p>	<p><b>On each occasion</b></p>	<p><b>Low</b></p>	<p><b>To brief all young people of ground rules and behaviour. Including not to approach strangers or to antagonise them.</b></p> <p><b>To provide a visual adult presence. Youth</b>  <b>Leader/volunteer helper to check out any suspicious activity</b></p>

10) Personal protection/safety	Broken glass. Bacteria from faeces Needles laying around	NOT to pick up broken glass or needles but to report to youth leader/volunteer helper	On each occasion	Low	To issue correct equipment – litter picks, disposable gloves, bin bags
11) Physical – slips/trips/falls	Personal injury	To wear sensible footwear. To be mindful of environment.	On each occasion	Low	5) Physical Work – slips/trips/falls
12) Craft activities	Cuts, inappropriate use of equipment and craft materials	Only provide craft activities which are age appropriate Activities to be supervised/overseen by adult Use child friendly equipment such as blunt ended scissors and washable craft glue	On each occasion	Low	Activities to be adult supervision
13) Food preparation and cooking	Food poisoning, allergies Cuts, burns  Cleanliness of equipment	Ensure good food handling hygiene  To collect food allergy and dietary requirements  Activities to be supervised/overseen by adult  Kitchen to be adult supervised			Wash hands before food preparation  Food stored appropriated List of allergies accessible for all youth workers/volunteers; avoid activities which risk allergy (i.e nut)  Sharp knives to be kept out of reach and used only as necessary  Food handling training  1 <sup>st</sup> Aid kit to be available
14) Games	Injuries	See injuries section above  Large equipment to be set-up / taken down by two people	On each occasion	Low	Equipment to be checked regularly  Pool table to be set-up by two adults

**General Control measures:**

**Membership:** Parents/guardians must complete a registration form for every child (to include contact details, emergency contact details, health issues, allergies) and to sign consent re permission to take and share photographs/video footage, emergency treatment. Young person to also sign the membership confirm they are aware of the code of contact expectations.

**Recording and delaying with incidents:** Records of incidents regarding behaviour to be kept. Incidents will be reported to the Chair of the Youth Club committee. If there is a safeguarding issue, this will be referred to the Chair of the YC Committee (Safeguarding Officer) as soon as possible for advice and correct procedure.

**Adult to membership ratios: 1 adult to 15.** Membership numbers set at 30. Ideally, Youth Club will have a minimum of three adults.

**First Aid:** The Youth Leader and regular volunteers to receive a first aid training course

**Events/external activities:** Separate risk assessments will be completed for each.

**Youth Club policies:** Safeguarding, Disclosure and Barring Service (DBS) Policy (AWVC); Photography; Health and Safety; Equal Opportunities; Confidentiality; Dealing Allegations; Risk Assessment

**Attachments:**

**Youth Club outside boundary**

**Expected behaviour for outside**

**Youth Club expected behaviour / key rules**