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| **RISK ASSESSMENT FOR FUNCTIONAL SKILLS SESSIONS** | | | | | | | | | | | | |
| **Date of Risk Assessment** | | 31/1/23 | | | | **Date RA Authorised** | |  | | | | |
| **Location / Project** | | Mere Youth Centre | | | | **Date of Activity** | | From 31/1/23 | | | | |
| **What are the hazards?** | **Who might be harmed and how?** | | | **What are you already doing (existing Control Measures)?** | | **Do you need to do anything else to manage this risk (Additional Control Measures)?** | | | **Action by whom?** | | **Action by when?** | **Done** |
| **Transport** | Staff, young people, volunteers | | | If using personal vehicle for session pick-ups and drop-offs see RA Driving for Work (personal Vehicles) and Driving for Work Policy.  If using minibus for session pick-ups and drop-offs see RA Use of Minibus.  Vehicles must have full visual safety inspection before use.  Appropriateness of using personal vehicles with young people (including lone working with an individual) to be discussed with Charity Director before session.  Young People and Parents/Careers informed of transport arrangements including pick up locations, the day before session. | | Plans to be changes (including change of vehicle or driver to be implemented if necessary)  Young people dropped off to home after sessions. | | | All staff, volunteers, and young people | | Before and during sessions |  |
| **Use of electronic equipment, including laptops.** | Staff, young people, volunteers – risk of cuts from broken screens and electrocution | | | Equipment, including wiring/cables is checked before use for signs of damage or wear and tear.  Users given induction on safe use of equipment including liquids near electrical equipment and spills.  All portable appliances bi-annually tested. Fixed wiring on building tested every 5 years. | | Users asked to inform session supervisor/support manager of any damaged equipment.  Damaged equipment removed from use and repair (if appropriate) arranged by.  Users asked to inform session supervisor/support manager any spills on or near electronic equipment. | | | All staff, volunteers, and young people  Support Manager  Charity Director | | Ongoing |  |
| **Use of Kitchen during breaks and lunch** | Staff, young people, volunteers – physical injury, burns, scalding | | | Young people asked to wash hands before and after preparing food/drinks.  Sharp knives kept locked away and provided if necessary.  Best before/Use by dates on food stuffs monitored.  Good food hygiene practiced, and kitchen kept clean and free of clutter.  Small groups in the kitchen at any time.  Sign to advise that there is hot water coming from taps. | | Sharp knives to be used under supervision.  Out of date food to be disposed of appropriately.  Remind young people of expected behaviour and challenge any messing around.  Remind young people to be careful when making hot drinks.  Advise anyone in the kitchen if the hob has been used and thus hot (switched off at mains when not in use) | | | All staff and volunteers | | Ongoing |  |
| **Leaving site at lunchtimes** | Staff, young people, volunteers | | | Maintain appropriate staffing levels.  Young People 16+ may go offsite at lunchtime unless parent/career has ‘opted out’.  Young People 14+ may go offsite at lunchtimes with permission from parent/careers.  Appropriateness of individuals leaving site at lunchtime monitored and any change to be discussed with young person/parents/careers in advance. | | Staff to inform Charity Director/Support Manager before leaving site to check that appropriate staff levels are maintained.  Young Person to inform staff before leaving with destination estimated time of return. Check young person has access to working mobile phone.  Young People to inform staff before leaving with destination estimated time of return. To be in minimum group of 2. Check Young People have access to working mobile phone.  Remind Young People of appropriate behaviour. | | | All staff, volunteers and young people  Charity Director/ Support Manager | | During sessions  Ongoing |  |
| **Visitors** | Staff, young people, volunteers | | | Visitors greeted when entering the building and supervised by staff at all times.  Young People told in advance of any planned visits. | | Any unplanned visitors escorted to office. Inappropriate visitors politely asked to leave.  Young People may have anxiety or other concerns around ‘strangers’ and their needs should be addressed when planning for visitors on site. | | | All staff | | Ongoing |  |
| **Slips, Trips & Falls** | Staff, young people, and members of the public – physical injury | | | Keep main hall space clear of trailing wires, equipment, and other trip hazards.    Only mop floors at end of sessions not before | | Ensure portable kit is put away when not in use and any temporary trailing wires or trip hazards are clearly marked.  Clear up any spillages as soon as they occur – making sure wet floor sign is displayed | | | All staff, volunteers, and young people | | Before and during sessions |  |
| **Behaviour including 'Horseplay' and physical aggression.** | Staff, young people, and members of the public – physical injury, emotional distress  Damage to equipment or building | | | Do not allow play fighting during sessions. | | Ensure all young people are aware of youth charter and staff challenge any inappropriate behaviour early to avoid escalation | | | All staff, volunteers, and young people | | During sessions |  |
| **Bullying** | Staff, young people and members of the public – emotional distress / physical injury | | | Trained and experienced staff who are approachable and listen to all cases of discrimination reported to them without judgement.  Annual Consent and membership forms issued to young people and parents with expected behaviours outline. | | Ensure Young People are aware of youth charter and encourage them to challenge any language and behaviour that does not adhere to this.  Any young person in deliberated breach of expected behaviours will be asked to leave session with a full explanation as to why they have been asked to leave | | | All staff, volunteers, young people, and parents/  carers | | Ongoing |  |
| **Drugs / Alcohol misuse** | Staff, young people, and members of the public – physical injury, emotional distress | | | Trained and experienced staff who are able to build positive and trusting relationships with young people and speak to them about potential substance use without being confrontational or causing a situation to escalate.  Annual Consent and membership forms issued to young people and parents with expected behaviours outline. | | Ensure young people are clear about the rules regarding use of illicit substances – not acceptable prior to or at any session and anyone who appears to be in breach of these rules will be denied access to the session. Anyone directly outside the building who appears to be under the influence of illicit substances will also be asked to move away from the area. | | | All staff, volunteers, young people, and parents/  carers | | Ongoing |  |
| **Vaping** | Staff, young people, and members of the public – physical injury, peer pressure | | | Clear policy on use of vapes by young people – parents are to have given their permission and vapes must not be shared with others. Outdoor use only (at back of centre away from others) | | Continue to remind young people of the rules around vaping. Check which young people have permission to vape through parents. | | | All staff, volunteers, young people, and parents/  carers | | Ongoing |  |
| **Pool** | Staff, volunteers, and young people – physical injury though misuse of equipment, horseplay or through trapping fingers under covers | | | Table covers removed in pairs. Young People playing pool are reminded to be aware of others around them. | | Remind Young people of expected behaviour and abide by this – inappropriate behaviour to be challenged by peers and staff. | | | All staff, volunteers, and peer leaders | | Ongoing |  |
| **Table football** | Staff, volunteers, and young people – physical injury though misuse of equipment, horseplay or through coming into contact with handles that stick out | | | Table football stored at edge of room when not in use. | | Remind Young people of expected behaviour and abide by this – inappropriate behaviour to be challenged by peers and staff. | | | All staff, volunteers, and peer leaders | | Ongoing |  |
| **Use of computers, mobile phones, and internet** | Staff, volunteers, young people, and members of the public – emotional distress, grooming, cyber bullying | | | Information on safe internet use and where to get support / advice re cyber bullying or related issues displayed. Staff regularly converse with young people about the implications of sending inappropriate images and the misuse of social media. E – safety acceptable use policy displayed. | | Young people to sign acceptable use policy before a member of staff puts the Wi-Fi password in their device.  Staff to be aware of young people with data accessing the internet.  If young people are taking photo’s or recording at a session, staff should remind them that they cannot post any images on the internet without the consent of everyone in them and to think about how what they are posting can be viewed by others… will it damage their reputation or that of the charity. | | | All staff, volunteers, and peer leaders | | Ongoing |  |
| **Fire** | Staff, young people, and members of the public – burns, poisoning, inhalation of fumes, physical injury, emotional distress | | | Full Fire Risk Assessment of premises in place.  Clear signage about actions to take in case of a fire.  Young people and staff briefed on fire procedures.  Fire Drills. | | Fire doors should be kept closed.  In the event of a fire emergency procedures should be followed and the session ended, ensuring parents and carers are contacted to collect young people from the far end of the car park. | | | All staff | | Ongoing |  |
| **Chemicals in Cleaning cupboard** | Staff, young people, volunteers – burns, poisoning | | | All cleaning products listed in COSHH register with data sheets available where possible.  Cleaning cupboard kept closed during sessions. | | If anyone is using cleaning products, they should follow manufacturers safety guidelines and use appropriate PPE or eye protection if recommended by COSHH assessment. | | | Staff, volunteers, and young leaders | | Ongoing |  |
| **Toilet Area –**  **Antifrost heaters uncovered,**  **Potential unsupervised contact between young people, sanitation** | Staff, young people, volunteers | | | Sign above uncovered anti-frost heaters.  Staff aware of who is in the building and in the toilets.  Regular cleaning of toilets with bleach. | | Staff to be aware of young people going to toilets in groups – gender appropriate intervention if necessary. | | | Staff, volunteers, and young leaders | | Ongoing |  |
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| **Risk Assessment completed by:** Lee Cherry | | | | | **Signed:** | | | | | **Date: 31/1/23** | | |
| **Risk Assessment agreed by staff** | | | | | **Signature** | | | | | **Date** | | |
| Jaki Farrell | | | | |  | | | | |  | | |
| Lee Cherry | | | | |  | | | | |  | | |
| Karen Johnson | | | | |  | | | | |  | | |
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| Date Reviewed | | | Signature | | | | Role | | | | | |
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