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| **MANAGEMENT RISK ASSESSMENT** |
| **Department pavilion/ CJ SUMMER CAMP** | **Area/Task: mad science week**  | **Assessor/s: Sapphire**  | **Date: 27/07/2022** | **RA Ref No:**  |

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| **ASSOCIATED RISK ASSESSMENT (RA) DOCUMENTATION** |
| **Manual Handling RA Ref:** | **COSHH RA Ref:** | **DSE RA Ref:** | **Lone Working RA Ref:** | **Young Person RA Ref:** | **Fire Risk Assessment Ref:** |

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| Hazard Identification and Initial Risk Level ClassificationWithin the department, review the work area or tasks that are undertaken. Consider the **significan**t hazards in the work area or within the task or job. Observe all of the work area or how the task is undertaken. When conducting this assessment, ensure you consult personnel who work in the area or who are involved in or may be involved in the task. Allocate a risk rating and consider if the risks are adequately controlled. |

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| **IDENTIFY THE HAZARDS** |
| **1** | Slips & Trips | **✔** | **6** | Storage, space & obstructions | **✔** | **11** | Use of vehicles & buggies/driving at work |  | **16** | Fire hazards |  | **21** | Food preparation/ allergens |  | List any specific Hazards: |
| **2** | Storage at heightFalling objects |  | **7** | Use of electrical equipment |  | **12** | Working outdoors/ extremes of weather |  | **17** | Flammable materials | **✔** | **22** | Extremes of temperature | **✔** | **26** | injuries from science kits  | **✔** |
| **3** | Inappropriate housekeeping | **✔** | **8** | Use of portable tools |  | **13** | Working at height |  | **18** | Work in confined spaces |  | **23** | Lone working |  | **27** |  |  |
| **4** | Manual handling tasks/activities |  | **9** | Fixed work equipment |  | **14** | Noise & Vibration |  | **19** | Work with hazardous substances | **✔** | **24** | Out of hours/night working |  | **28** |  |  |
| **5** | Display screen equipment |  | **10** | Lighting levels – internal/external |  | **15** | Naked flames |  | **20** | Condition of the building/structure |  | **25** | Violence or verbal abuse to staff | **✔** | **29** |  |  |

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| **EVALUATE THE RISK CONTROLS** |
| **Hazard No** | **Hazard Description** | Who could be harmed? | **Existing Control Measures** | **Is the risk adequately controlled?** | **Further action to reduce the risk** |
| **Risk****H/M/L** | **YES** | **NO** |
| 1 | slips, trips and falls  | everyone | activities area to be kept tidy and free from obstructions, all camp lead first aid trained, first aid kits available at all times. all science kits are designed for children and should be done in an appropriate environment.  | **M** | Y |  | staff to check equipment daily to ensure it is safe and fit for use, children to be made aware of rules and behaviour expectations, all parents and carers to be made aware of behaviour policy and procedures. |
| 3 | Inappropriate housekeeping | everyone | first aid kit always available, activities team to clear obstructions and tidy any mess during, before and after each activity. general housekeeping to be done every morning and evening. all science kits to be stored as per instructions and kits to be tidied away after use. | **L** | Y |  | staff to bring storage for equipment if outside, all equipment to be stored safely and appropriately when not in use, staff to ensure activity area is always appropriate for designated activity |
| 6 | storage, space and obstruction  | everyone  | all equipment to be stored safely and away from activities areas, all obstructions to be removed, all walkways and activities areas clear of storage. staff to ensure the area is appropriate for designated activity. | **L** | Y |  | daily checks on storage and walkways and checks before use on the adventure playground. |
| 17 | flammable materials | everyone | older children deemed more capable of self assessing dangers will be allowed to self experiment and younger children will be assisted by staff. sand and water to be kept close to the experiment zones when needed in order to diffuse experiment if needed.  | **H** | Y |  | children will not be allowed to experiment unsupervised. those supervising the experiment to not wear loose clothes. also too keep experiments and appropriate size and to be done in an appropriate area. |

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| **EVALUATE THE RISK CONTROLS** |
| **Hazard No** | **Hazard Description** | Who could be harmed? | **Existing Control Measures** | **Is the risk adequately controlled?** | **Further action to reduce the risk** |
| **Risk****H/M/L** | **YES** | **NO** |
| 19 | work with hazardous substances  | everyone  | all science kits are child friendly and should not contain any substances hazardous to health, all staff should be carefully reading all instructions and following appropriately. all staff lead are first aid trained and first aid kits are available at all times.  | **L** | Y |  | all staff to supervise experiments at all times, all younger children to be assisted during experiments, staff will have correct substances to clean and clear all experiment activities.  |
|  22 | extremes of temperature  | everyone | water to always be available to all participants and staff, windows and doors to be opened in extreme heat, if in a room with air con and fans to also be used if needed. all camp lead first aid trained, first aid kit to be available at all times, parents numbers on file for emergency contact in case child falls unwell with heat stroke, ambulance to be called in extreme circumstances, staff to remind children to hydrate, regular breaks in activities to get water. If the temperature is too hot an alternative indoor activity should be provided. | **H** | Y |  | back up activity in case it is too hot or weather is too extreme to continue the planned session. |
| 25 | Violence or verbal abuse to staff | staff  | all camp staff to be aware of behaviour policy and procedures, all staff to be aware of who management are in case of an incident, camp lead aware of incident reporting procedures, all parents informed of behaviour policy and procedure  | **L** | Y |  | A manager can escalate if a child/parent is unresponsive, violent, aggressive or abusive. |
| 26 | injuries from science kits or experiments  | everyone  | all camp lead first aid trained, first aid kits available at all times. staff to be supervising all activities at all times. all experiments are appropriate for age groups. | **L** | Y |  | staff to inform all children of safety rules before the start of activity and throughout  |
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| **Risk Matrix** – calculate the level of risk (High/Medium/Low), using the likelihood and severity risk matrix |

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|  | **SEVERITY** |
|  |  | **Nil** **1** | **Minor****2** | **3-day****3** | **Major****4** | **Fatal****5** |
| **LIKELIHOOD**  | **Very likely – 5** | **5** | **10** | **15** | **20** | **25** |
| **Probably - 4** | **4** | **8** | **12** | **16** | **20** |
| **Possible – 3** | **3** | **6** | **9** | **12** | **15** |
| **Remote – 2** | **2** | **4** | **6** | **8** | **10** |
| **Improbable – 1** | **1** | **2** | **3** | **4** | **5** |

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| **LEVEL OF RISK** |  **ACTION AND TIMESCALE**  |
| **High** | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| **Medium** | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| **Low** | You don’t need to take action at this time. Monitoring is necessary to make sure that the controls are still effective and being used by those involved. |

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| **RISK ASSESSMENT ACTION PLAN** |
| **Following the completion of the Management Risk Assessment, the points detailed have been identified as requiring action by the person/s detailed below** |
| **Hazard No** | Action Plan Point | Action to be completed by: | Target Date | Completion Date | Comments |
| **1** | staff to check equipment daily to ensure it is safe and fit for use, children to be made aware of rules and behaviour expectations, all parents and carers to be made aware of behaviour policy and procedures. | all activities staff  | daily  | daily |  |
| **3** | staff to bring storage for equipment if outside, all equipment to be stored safely and appropriately when not in use, staff to ensure activity area is always appropriate for designated activity | all activities staff | daily  | daily  |  |
| **6** | daily checks on storage and walkways and checks before use on the adventure playground. | all activities staff  | daily  | daily  |  |
| **17** | children will not be allowed to experiment unsupervised. those supervising the experiment to not wear loose clothes. also too keep experiments and appropriate size and to be done in an appropriate area. | all activities staff  | daily  | daily  |  |
| **19** | all staff to supervise experiments at all times, all younger children to be assisted during experiments, staff will have correct substances to clean and clear all experiment activities.  | all activities staff  | daily | daily |  |
| **22** | back up activity in case it is too hot or weather is too extreme to continue the planned session. | all activities staff  | daily  | daily  |  |
| **25** | A manager can escalate if a child/parent is unresponsive, violent, aggressive or abusive. | all activities staff  | daily  | daily  |  |
| **26** | staff to inform all children of safety rules before the start of activity and throughout  | all activities staff  | daily  | daily |  |
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| **SPECIFIC RISK ASSESSMENTS** |
| **The Management Risk Assessment has identified the need for the following specific risk assessments to be completed** |
|  | **YES** | **NO** | Responsibility | Target Date | Completion Date | Specific risk assessment reference number |
| **Fire risk assessment** |  | **✔** |  |  |  |  |
| **Manual handling risk assessment** |  | **✔** |  |  |  |  |
| **Display screen equipment** |  | **✔** |  |  |  |  |
| **Lone working** |  | **✔** |  |  |  |  |
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| Initial Assessment |
| Signature of Assessor/sName: Sapphire Date: 27/07/22  | Signature of Assessor/sName: Date**:**  | Signature of Head of Department/ManagerName: Date:  |

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| **RISK ASSESSMENT DISTRIBUTION** |
| **Senior Manager** | **Head of Department** | **Facilities Manager** | **H&S Champion** | **Employees** | **Contractor/s** |
| Copy to:Tej Walia | Copy to:Georgina Tyson/ Jazz Gallimore-Cox | Copy to: | Copy to: | Copy to:Yas BrownJames Miller Sapphire Gallimore activities assistants  | Copy to: |

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| **RISK ASSESSMENT REVIEW** |
| **Review Date** | **Name** | **Signature** | **Review Date** | **Name** | **Signature** |
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