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| **MANAGEMENT RISK ASSESSMENT** | | | | |
| **Department pavilion / CJ SUMMER CAMP** | **Area/Task: make a splash week** | **Assessor/s: Sapphire** | **Date: 25/07/2022** | **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 Classification Within 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 height  Falling objects |  | **7** | Use of electrical equipment |  | **12** | Working outdoors/ extremes of weather |  | **17** | Flammable materials |  | **22** | Extremes of temperature | **✔** | **26** | major first aid incidents | **✔** |
| **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. pools and gardens to be maintained by housekeeping and maintenance throughout the day, pool side to be squeegeed whenever necessary and staff to be supervising changing rooms when needed. | M | **Y** |  | staff to inform housekeeping of maintenance if there is a hazard or an area is no longer appropriate for use. staff to inform all children of changing room rules and rules for activity sessions. |
| 3 | Inappropriate housekeeping | everyone | First aid kit always available, activities team to clear obstructions and tidy any mess during, before and after activities. general housekeeping to be done every morning and evening. pool sides and storage space needs to be tidied and cleared at all times. | L | **Y** |  | Staff and children to tidy up after themselves during and after activities, additional bins and bin bags to be provided if needed. staff to inform housekeeping or maintenance if needed. |
| 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 the planned activities. | **L** | Y |  | Staff to ensure good housekeeping at all times. |
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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** |
| 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. | **H** | Y |  | staff to monitor temperature throughout the day. staff can prop open the indoor pool door if needed and request the temperature to be lowered if necessary. |
| 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 | major first aid incidents | everyone | all camp lead are pool responder trained and first aid trained, first aid kits available at all times. all pools have emergency alarms and life saving aids are always available on the poolside, all staff to have a radio at all times and managers to be available on the radios at all times, staff also to have mobile phones in the event 999 needs to be called. pool responder to be on the pool for the duration of the activities. | **H** | Y |  | all staff to be in the pool during the activities. children to all be informed of safety rules before activities commence and will be reminded of safety rules throughout the activities. check with parents childrens swimming abilities, children who are non swimmers need to be supplied with buoyancy aids by parents for all pool based activities. |
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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** | | |  |  | | --- | --- | | **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 monitor snack times and lunch times to ensure the safety of all participants. | all activities staff | daily | daily |  |
| **3** | Staff and children to tidy up after themselves during lunch and snack times, additional bins and bin bags to be provided if needed. | all activities staff | daily | daily |  |
| **6** | Staff to ensure good housekeeping at all times. | all activities staff | daily | daily |  |
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| **22** | staff to monitor temperature throughout the day. | 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** | all staff to be in the pool during the activities. children to all be informed of safety rules before activities commence and will be reminded of safety rules throughout the activities. check with parents childrens swimming abilities, children who are non swimmers need to be supplied with buoyancy aids by parents for all pool based activities. | 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: 25/07/22 | Signature of Assessor/s Name: 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 Brown  James 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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