

|  |
| --- |
| **MANAGEMENT RISK ASSESSMENT** |
| **Department pavilion/ CJ SUMMER CAMP** | **Area/Task: sport/games/songs** | **Assessor/s: Sapphire**  | **Date: 13/07/2022** | **RA Ref No:**  |

|  |
| --- |
| **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:** |

|  |
| --- |
| 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. |

|  |
| --- |
| **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 games/sport equipment  | **✔** |
| **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** |  |  |

|  |
| --- |
| **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 | All games and sport equipment have their own in depth risk assessments, all activities team to be given sufficient training in running activities safely and be aware of all policies and procedures, activities area to be kept tidy and free from obstructions, all camp lead first aid trained, first aid kits available at all times. | **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.  | **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. |
| 8 | Use of portable tools | everyone | all equipment eg. badminton rackets to be away when not in use, all participants to be informed of rules for safety when using portable tools eg. parachutes, all camp lead trained in first aid, first aid kit available at all times. all tools are designed for use by children.  | **L** | Y |  | disciplinary action if children can not follow rules with portable tools eg. footballs |

|  |
| --- |
| **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** |
| 12/ 22 | Working outdoors/ extremes of weatherextremes 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 weather is extreme eg, hailstones / thunder and lightning etc. and an activity is planned to be outside, an alternative inside 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. |
| 17 | flammable materials  | everyone | First aid kits available at all times, all camp lead trained in first aid, fire extinguishers available in activities area, no heat to be used in arts and crafts, glue guns to be kept separate from activites area. Parachutes to be stored appropriately.  | **L** | Y |  | daily checks of all equipment and all equipment to be stored safely and to be put away when not in use. |
| 20 | Condition of the building/structure | everyone | all staff to check the area the activity is in eg, woodie, adventure playground etc. is appropriate and safe for the designated activity and that the building or structure is safe and undamaged. If structure eg. if adventure playground, is damaged alternative activity must be provided. | **L** | Y |  | staff to do daily checks of these areas and report any damages to team, managers and maintenance.  |
| 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 games/sport equipment  | everyone | all sport/games equipment to be checked by staff before use that it is fit for purpose, all equipment to be designed to be child friendly where possible, any equipment deemed a risk will not be used and disposed of or staff to inform maintenance who will fix. first aid kit available at all times, camp lead all first aid trained . | **M** | Y |  | daily checks of all equipment to make sure it is still in working order and fit for use.children to be informed of safety rules before use. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **Risk Matrix** – calculate the level of risk (High/Medium/Low), using the likelihood and severity risk matrix |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  | **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. |

 |

|  |
| --- |
| **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  |  |
| **8** | disciplinary action if children can not follow rules with portable tools eg. footballs | all activities staff  | daily  | daily  |  |
| **12/ 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  |  |
| **17** | daily checks of all equipment and all equipment to be stored safely and to be put away when not in use. | all activities staff  | daily | daily |  |
| **20** | staff to do daily checks of these areas and report any damages to team, managers and maintenance.  | 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** | daily checks of all equipment to make sure it is still in working order and fit for use.children to be informed of safety rules before use. | all activities staff  | daily  | daily  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **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** |  | **✔** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| Initial Assessment |
| Signature of Assessor/sName: Sapphire Date: 13/07/22  | Signature of Assessor/sName: Date**:**  | Signature of Head of Department/ManagerName: Date:  |

|  |
| --- |
| **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: |

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