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| **MANAGEMENT RISK ASSESSMENT** |
| **Department pavilion / CJ SUMMER CAMP** | **Area/Task: wilderness**  | **Assessor/s: Yas**  | **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 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** | choking on food | **✔** |
| **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 and trips,  | everyone | We have an existing risk assessment for the woodland, and there is also a risk assessment for the indoor arts and crafts. Activity supervisors are first aid trained. they carry a radio at all times. | **m** | yes |  | radios carried by staff all times |
| 3 | inappropriate housekeeping | everyone | first aid kit is always made available. areas to be kept clean and tidy by staff members. toilets, floors, touch points are cleaned regularly by the housekeeping team. | **L** | Y |  | all staff members to clean up after themselves and to regularly check toilet areas. |
| 6 | storage space and obstructions | everyone | all equipment stored safely and away from where activities will take place. activity equipment to be cleaned away after use. woodland individually risk assessed, and children will be instructed to walk not run. | **L** | Y |  | maintenance team on call to deal with any obstructions |
| 12 | working outdoors/ extremes of weather | everyone | activities to be adapted depending on extreme weather. In cases of extreme heat, rain, or cold, outdoor activities will be cancelled and arranged for indoors. building equipped with heating and air cooling systems. Wild animals are of no fatal danger and allergies to bites are listed in consent forms. | **H** | Y |  | activities can be adapted to inside. allergy information for bug bites to be included in the children's welcoming forms |

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| **Risk****H/M/L** | **YES** | **NO** |
| 15 | naked flames  | everyone | children to be given fire rules - they will not be allowed close to the flame. older children deemed more capable of self assessing dangers will be allowed close enough to flames to roast marshmallows but younger children will not be allowed near flames.sand and water to be kept close to the campsite in order to put out the fire safely when needed. fire will not be lit in windy or excessively hot conditions. fire to be lit on a constructed brick fire pit in order to stop ground from catching alight. | **H** | y |  | children that are too little or require assistance to be helped by a member of staff. only activity leaders allowed to go near fire without the supervision of an adult. |
| 16 | fire hazards | everyone | older children deemed more capable of self assessing dangers will be allowed close enough to flames to roast marshmallows but younger children will not be allowed near flames.sand and water to be kept close to the campsite in order to put out the fire safely when needed. fire will not be lit in windy or excessively hot conditions. fire to be lit on a constructed brick fire pit in order to stop ground from catching alight. | **H** | Y |  | fire will be small and will not be made bigger than the size of the fire pit.  |
| 17 | flammable materials | everyone | older children deemed more capable of self assessing dangers will be allowed close enough to flames to roast marshmallows but younger children will not be allowed near flames.sand and water to be kept close to the campsite in order to put out the fire safely when needed. fire will not be lit in windy or excessively hot conditions. fire to be lit on a constructed brick fire pit in order to stop ground from catching alight. | **H** | Y |  | children will not be allowed near flame unsupervised. those supervising the fire to not wear baggy clothes. also not to make the fire too big so that the peat on the ground doesnt light. |
| 21 | food preparation/ allergens | everyone | allergies are to be listed by parents and will the be catered for  | **L** | y |  | vegan/vegetarian/halal marshmallows to be purchased for those who have dietary requirements. |
| 22 | extremes of temperature | everyone | activities to be adapted depending on extreme temperature. In cases of extreme heat, rain, or cold, outdoor activities will be cancelled and arranged for indoors. building equipped with heating and air cooling systems. | **H** | y |  | water to be supplied for children and all activities moved to a cooled room if the temperature is too high. if temperatures exceed 35 degrees, activity is cancelled. |
| 25 | violence or verbal abuse of 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 | choking hazards | everyone | all staff first aid trained. all staff have radios and mobile phones. first aid kits are on site and readily available. |  |  |  | if first aid is administered for choking parent will be contacted |
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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** | radios to be with staff at all times, first aid kits in multiple close locations. | all activities staff  | daily | daily |  |
| **3** | all staff members to clean up after themselves and to regularly check toilet areas. | all activities staff | daily | daily |  |
| **6** | maintenance team on call to deal with any obstructions | all activities staff | daily | daily |  |
| **12** | activities can be adapted to inside. allergy information for bug bites to be included in the children's welcoming forms | all activities staff | daily | daily |  |
| **15** | children that are too little or require assistance to be helped by a member of staff. only activity leaders allowed to go near fire without the supervision of an adult. | all activities staff | daily | daily |  |
| **16** | fire will be small and will not be made bigger than the size of the fire pit. | all activities staff | daily | daily |  |
| **17** | children will not be allowed near flame unsupervised. those supervising the fire to not wear baggy clothes. also not to make the fire too big so that the peat on the ground doesnt light. | all activities staff | daily | daily |  |
| **21** | vegan/vegetarian/halal marshmallows to be purchased for those who have dietary requirements. | all activities staff | daily | daily |  |
| **22** | water to be supplied for children and all activities moved to a cooled room if the temperature is too high. if temperatures exceed 35 degrees, activity is cancelled | 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** | if first aid is administered for choking parent will be contacted | 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: Yas Date: 13/07/22  | 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 MillerSapphire GallimoreActivities assistants  | Copy to: |

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