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| **MANAGEMENT RISK ASSESSMENT** | | | | |
| **Department pavilion / CJ SUMMER CAMP** | **Area/Task: lunch / break time** | **Assessor/s: Sapphire** | **Date: 13/07/2022** | **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** | choking on food | **✔** |
| **3** | inappropriate housekeeping | **✔** | **8** | Use of portable tools |  | **13** | Working at height |  | **18** | Work in confined spaces |  | **23** | Lone working |  | **27** | children with no food | **✔** |
| **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 | Everyone must be sat down while eating, lunch and snack times clearly scheduled and children aware of lunchtime, snack time rules, all staff to be trained in lunchtime and snacktime procedures. | L | **Y** |  | staff to monitor snack times and lunch times to ensure the safety of all participants. |
| 3 | Inappropriate housekeeping | everyone | First aid kit always available, activities team to clear obstructions and tidy any mess during, before and after lunch and snacks. general housekeeping to be done every morning and evening. | L | **Y** |  | Staff and children to tidy up after themselves during lunch and snack times, additional bins and bin bags to be provided if needed. |
| 6 | storage, space and obstruction | everyone | all snacks and lunch boxes to be kept in a cool box/fridge when not in use, lunch/snack area should be fit for use eg, tables chairs in appropriate set up. | **L** | Y |  | Staff to ensure good housekeeping at all times. |
| 21 | Food preparation/ allergens | everyone | all participants to bring their own food in for lunch, all participants to have a completed allergen form, first aid kit will be available at all times, all camp lead first aid trained, all snacks provided will be allergen free.  all camp lead are first aid trained, first aid kits available at all times. | **L** | Y |  | all parents/carers to sign permission for snacks. |

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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. |
| 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 | Choking on food | everyone | all camp lead first aid trained, first aid kits available at all times, children to be aware of rules during lunch and snack times, parents numbers on file in the event of emergency. an ambulance can be called in the event of severe choking. | **L** | Y |  | staff to remind children and parents/carers of rules for lunch and snack times. |
| 27 | children with no food | participants | parents/carers asked to bring pack lunches everyday, snacks will be provided. safe guardian procedures in place | **L** | Y |  | staff to fill in safeguarding reports, contact parents. managers can approve sandwiches to be provided for those without |
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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. |  |  |  |  |
| **3** | Staff and children to tidy up after themselves during lunch and snack times, additional bins and bin bags to be provided if needed. |  |  |  |  |
| **6** | Staff to ensure good housekeeping at all times. |  |  |  |  |
| **21** | all parents/carers to sign permission for snacks. |  |  |  |  |
| **22** | staff to monitor temperature throughout the day. |  |  |  |  |
| **25** | a manager can escalate if a child/parent is unresponsive, violent, aggressive or abusive. |  |  |  |  |
| **26** | staff to remind children and parents/carers of rules for lunch and snack times. |  |  |  |  |
| **27** | staff to fill in safeguarding reports, contact parents. managers can approve sandwiches to be provided for those without |  |  |  |  |
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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: 13/07/22 | 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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