***Activity Risk Assessment***

| *What are the hazards?* | *Who might be harmed and how?* | *What are you already doing to control the risks?* | *What further action do you need to take to control the risks?* | *Who needs to carry out the action?* | *When is the action needed by?* | *Done* |
| --- | --- | --- | --- | --- | --- | --- |
| **General venue arrangements – hazards from the venue management assessment** |  |  |  |  | At the early stages of the planning |  |
| **Safeguarding management arrangements** | Those under the age of 18 and adults present are at risk | Identify and name the people that will be supervising the U18s at the activity.  These supervisors must have been safely recruited (references taken and reviewed, and if the role demands it a DBS check made and reviewed) | These arrangements should be in place for all activity sessions.  Ensure each activity session has named supervisors in attendance in the correct ratio – 1 supervisor per 10 U18 participants and never less than two supervisors (they should not work alone) | The person(s) responsible for planning the activity  Add name(s) here | At the planning stage - who will be supervising the U18s for each activity session |  |
| **First aid requirements and arrangements** | All attendees | For a general club activity in a venue/hall, the venue risk assessment to be followed.  Careful planning of activities that are suitable for the venue | Activity supervised and any ‘horseplay’ will be stopped by supervisors  Nominated First Aiders.  First aid kit and accident record book to be with the activity supervisors.  Some activities will require trained first aiders – consider this and record.  Contact information (membership form) for all members and next of kin information for U18s | Add name(s) hereof first aid trained supervisor or activity leader | At the planning stage - who will be responsible for First Aid and for having next of kin contact information |  |
| **Attendance records** |  | Ensure attendance records are kept for every YFC activity – this is the club record and need only record the name of every person present | Simple attendance record book. During the pandemic, the list/book should not be passed person to person. Instead, one person should add the names of every person in attendance, including guests/speakers (YFCs already have contact details of all members) | The person(s) responsible for planning the activity to allocate this task to one person.  Add name(s) here | On the day of the activity.  Records to be kept safely and securely with the club records. |  |
| **Attendance records – for Track & Trace** | All | Particularly important during the pandemic as you may, as the organiser of an activity, be required to assist authorities with Track & Trace – use the template below. | For all for visitors must collect contact detail for Track and Trace – destroy after 21 days. | Allocate this task to one person.  Add name(s) here | Records to be kept safely and securely with the club records. |  |
| **Add the additional activity specific information in extra rows**  **These may be:**   * **Pottery** * **Zumba** * **Cup cake decorating** * **Etc** |  |  |  |  |  |  |