***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 supervisorsNominated 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**
 |  |  |  |  |  |  |