

Event Risk Assessment Form



Event Name	Mini May Camp		
Event Date	29 th November 2019		
Event Venue	St Andrew's Church, Burgess Hill		
Risk Assessment Completed By	Dan Jenkins	Signature	<i>D.C. Jenkins</i>
		Date	20/11/2019
Signed off By	Rob Dillingham	Signature	<i>R.Dillingham</i>
		Date	25/11/2019

Key: P – Probability, S – Severity, R – Risk Factor

Calculation: Risk factor = Probability x Severity

Risk levels: [1-4:Low 5-7:Medium 8+:High]

Probability	Severity
1. Very Unlikely	1. Trivial Injury not requiring treatment
2. Unlikely	2. Minor injury requiring treatment
3. Likely	3. Major injury – not life changing
4. Very Likely	4. Death or very serious life changing injury to one person
5. Almost Inevitable	5. Death or very serious life changing injury to many people

Activity/Area	Hazards	Consequences	Persons at Risk	P	S	R	Controls and Actions to minimise risk	P	S	R	Notes
Wipeout and Gladiator Jousting	Falling from equipment. Being hit by jousting equipment or by swinging wipeout arm. Collision with	Bruising, sprains, strains, broken bones, concussions.	All persons participating in the activity and onlookers	3	4	12	These activities are being hired in. there are separate risk assessment documents for these activities and will be manned by a member of staff from Jumping Jacks throughout the whole evening. They will be operating within the guidelines of their own risk assessment and covered by	2	3	6	

	other players on equipment					their own insurance with all their inflatable equipment certified safe by up to date PIPA inspection.					
Photo Booth	Trailing Cables	Tripping and falling, scuffs, bruises and risk of collision with nearby objects	Everybody	2	2	4	Cables to be taped down and run along wall away from walkways where possible	1	2	2	
Sumo Suits	Risk of injury by crushing, tripping, falling, being pushed over.	laceration, head injuries, friction burns.	Young people taking part in the activity, young people standing nearby observing. Adult volunteer supervising activity	3	2	6	Activity supervised at all time, participants to wear padded suits, helmets and braces. Adult referee on hand to observe safe play and to ensure a safe distance of observers to avoid unexpected collisions. Adult supervision to advise that participants take part with as equal high/weight opponents where possible.	2	2	4	Rota of adult activity supervisors to be provided.
Oculus Quest – VR Beat Saber Game	Tripping over. Collision with bystanders, objects, walls. Falling off stage. Dizziness and Nausea. Trigger of Asthma or other underlying condition. Hitting a bystander with a controller, throwing a controller across the room.	Laceration, concussion, grazes, broken bones from falling, vomiting and asthma attack. Damage to equipment.	Young people taking part in the activity, young people standing nearby observing. Adult volunteer supervising activity	2	3	6	Activity to be supervised at all times with a clear space laid out on the floor with tape around the activity, only to be entered by player and supervisor. Within the Oculus a “guardian” is to be set up that matches the tape on the ground - well within the stage area and clear from the edge. The Guardian flags up inside the game when you move out of the predefined play area. Controller straps always to be looped over players wrists. Headbands to be tightened so headset is comfortable and secure. Supervisor to ensure that the player doesn’t stray from marked safe area.	1	3	3	Supervisor to be given time to familiarise themselves with Oculus operation and how to give instructions to each new player.
Outdoor space – Arrival and departure,	Collisions with moving vehicles. Members of	Crushing injuries, and broken bones. Bruising, grazing and	Anyone exiting the building.	2	3	6	Once registered, youth leaders are advised to encourage their youth to stay within the church building. Young people are not permitted to walk around the church grounds	1	3	3	

possibly stepping outside for fresh air from main church space, link building, rider hall and youth centre.	the public outside the church entrances (safeguarding implication). Tripping or falling in darkness. Young person being struck by moving car.	lacerations from collisions and falls or slips.	Guests moving from their car to the entrance. Young people outside the building				unless otherwise instructed. There will be two stewards monitoring parking at the start of the event from 6pm-6:45 to ensure cars are manoeuvring safely around the car park and young people keep clear of moving vehicles.				
St Andrew's Church site.	Fire and fire related emergencies.	Burns, inhalation of toxic fumes, suffocation, death.	Everyone	1	5	5	<p>Fire extinguishers are placed around the building.</p> <p>Clearly labelled and accessible fire escapes with large congregation area.</p> <p>Youth Leaders responsible for doing head count for the young people which they brought with them.</p> <p>They must have a register list with them to enable a thorough documented check to take place.</p> <p>Fire assembly point in car park by the white sign on the church green adjacent to boundary fence.</p> <p>Dan Jenkins, Beccy Jenkins, Ed Stoker and Jonny Lewis are responsible for sweeping the building to ensure everybody is out and for ensuring that the fire brigade are called. Nobody is to re-enter the building after leaving.</p> <p>Fire Exits to be pointed out at beginning of gathered portion of evening by those on stage.</p>	1	4	4	
Café Area – Preparing hot drinks and food.	Hot urn, pans of boiling water, use of hot water, cooking	Burns, allergic reaction including anaphylaxis, food poisoning.	Everyone	2	3	6	Adults only in the kitchen space. The kitchen supervisor must have a Level 2 Food health and hygiene certificate. Youth leaders are responsible for overseeing allergies of young people and that they have medication or epi	1	3	3	First Aiders on site include Jonny Lewis and Ed Stoker.

	equipment, contamination, allergies.						pens. Allergen information will be clearly signed at the kitchen where food is being sold. Food provided will be hot dogs (frankfurter sausages) and rolls with a vegetarian option and a Gluten Free roll option. Food and drinks to be served to young people through the hatch from the kitchen to the link building. A first aider will be available on site with a mobile phone to call an ambulance if required.				
Toilets	Wet floors, safeguarding small spaces, hygiene.	Bruising, lacerations, concussion. Illness. One on one abuse in confined space.	Anybody using the facilities. Young people using the facilities	2	2	4	Toilets to be kept clean and dry throughout the evening with team members checking the toilets regularly for mess and cleaning up if required. Youth leaders to keep an eye on young people and report to a member of the team if there are issues with the way the toilets are being used or the condition they are being left in. Toilets are all individual, only one person to access at a time except for in the case of somebody with a disability requiring support.	1	2	2	
Moving and Carrying equipment	Furniture that needs to be rearranged. Technical equipment. Any other equipment that needs moving for the event.	Strains and Sprains. Back injury. Bruises from Dropping something on themselves or others.	Set up and pack down team. Anybody involved in moving equipment.	2	3	6	Young people to be supervised at the start of the set up and pack down process to gauge what they can lift safely by themselves. Multi person lifts for large or bulky objects.	2	2	4	Back brace available if anybody would like to use it. Gloves available for lifting awkward objects with hard edges.
Ryder Hall – Sound, lighting and visuals	Tripping over cables Electric shock Equipment falling that has	Bruises, lacerations, grazing, concussion. Electrical burns. Crushing, broken bones.	Everyone	2	5	10	Perimeter to be set around equipment that is stacked or placed on stands. Stands and equipment only to be stacked by Jon and Tracey who are trained to assemble the equipment correctly.	1	5	5	

	<p>been stacked or placed on stands</p> <p>Fire from overheating equipment</p>	Heat burns and inhalation of toxic fumes. Death.				<p>Cables are to be stowed neatly around next to the wall and away from where people will be walking. Any cabling run across an area where people are likely to be walking must either be taped down or covered with cable tidy trunking. All electrical equipment provided will be tested for electrical safety and calculations will be made on electrical loading so as not to overload any extension leads or the building supply. Cables will all be shielded and free from frayed ends.</p> <p>Open containers of liquids will be kept clear of electrical equipment.</p>					
Whole Site	Safeguarding.	Multiple forms of abuse, grooming.	Everybody	2	4	8	<p>Youth leaders are responsible for collecting parental consent forms, proformas are all available through churches SQP log in.</p> <p>Leaders checked in at the door with groups. Group leaders must complete the registration form that lists all the names of young people and their emergency contact details. The form has a check box for checking young people in to the event. Youth leaders should keep a copy of this form so that both the group leader and the mini may camp team have a copy of emergency contact details for all the young people on site. In this way we can contact parents or carers in case of emergency.</p> <p>In case of emergency youth leaders have the first point of responsibility for young people.</p> <p>Mini may camp team will be identified with lanyards and will be responsible for looking after the building and activities but not for the young people themselves.</p> <p>All adults will be given a leader badge/sticker to identify them as a checked in adult leader when they arrive with part of a group. Every adult on site should have a leaders badge/sticker or a team lanyard.</p>	1	4	4	

Youth Hall - Football	Tripping, Falling, Being hit by football, accidentally being kicked, collision, slipping	Bruising, grazing, laceration, twisted ankles/knees/hips	Young people participating in football game	3	2	6	<p>Street 360 team will have a couple of volunteers that will oversee football games in the youth hall. Games will be played 5-a-side.</p> <p>Games are either timed or based on a target number of goals.</p> <p>A member of the street 360 team will be first aid trained and their authority must be recognised at all times when organising games and/or tournament.</p> <p>Young people are to wear footwear at all times whilst playing sports in the youth centre hall.</p>	2	2	4	
Stage games played up the front in Ryder Hall	Food based game. Tripping and falling during running around game. Somebody being hit with prop. Spillages on electrical items causing electric shock.	Crush injury most likely fingers. Allergic reaction including anaphylaxis. Bruising, lacerations, grazes. Electrical burns.	Young people participating in up front game. Young people observing game from audience. Volunteers leading games.	3	3	9	<p>Leaders of up front games to check with young people that they don't have any allergies before participating in games involving food or drink.</p> <p>Leaders to ensure that clear paths and plenty of space is made between young people if running around is required.</p> <p>Space on stage to be cleared away from any equipment that could be damaged or knocked over and tarpaulin to be placed on floor if anything is going to be used that could create a mess.</p>	2	2	4	