Event Risk Assessment Form

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| Event Name | Mini Maycamp | | | | |
| Event Date | 18th November 2022 | | | | |
| Event Venue | St Andrew’s Church, Cants Lane, Burgess Hill | | | | |
| Risk Assessment Completed By | Dan Jenkins | Signature | A picture containing clipart  Description automatically generated | Date | 16/11/2022 |
| Signed off By | Rob Dillingham | Signature |  | Date | 16/11/2022 |

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

**Calculation:** Risk factor = Probability x Severity

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

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

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| Activity/Area | Hazards | Consequences | Persons at Risk | P | S | R | Controls and Actions to minimise risk | P | S | R | Notes |
| Wipeout and Surf Simulator | Falling from equipment. Being hit by swinging wipeout arm. Collision with other players on equipment | 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 their own insurance with all their inflatable equipment certified safe by up to date PIPA inspection. | 2 | 3 | 6 |  |
| Photo Booth | Trailing Cables to printer | 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. |
| Racing simulator | Mounted TV Screen could fall if not mounted correctly or if swung on, Trailing cables cause trip hazard, Chair assembly could collapse if not assembled correctly | Bruising, broken bones, head injury (concussion, laceration) trapped fingers. | Participant playing game | 2 | 3 | 6 | Equipment to be thoroughly tested and well secured when assembled. Adults to test equipment for strength.  Equipment to be supervised to ensure young people are not touching screen mountings, just using the game as intended. | 1 | 2 | 2 |  |
| 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, possibly stepping outside for fresh air from main church space, link building, rider hall and youth centre. | Collisions with moving vehicles. Members of the public outside the church entrances (safeguarding implication).  Tripping or falling in darkness.  Young person being struck by moving car. | Crushing injuries, and broken bones. Bruising, grazing and lacerations from collisions and falls or slips. | Anyone exiting the building.  Guests moving from their car to the entrance.  Young people outside 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 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. | 1 | 3 | 3 |  |
| St Andrew’s Church site. | Fire and fire related emergencies. | Burns, inhalation of toxic fumes, suffocation, death. | Everyone | 1 | 5 | 5 | Fire extinguishers are placed around the building.  Clearly labelled and accessible fire escapes with large congregation area.  Youth Leaders responsible for doing head count for the young people which they brought with them.  They must have a register list with them to enable a thorough documented check to take place.  Fire assembly point in car park by the white sign on the church green adjacent to boundary fence.  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.  Fire Exits to be pointed out at beginning of gathered portion of evening by those on stage. | 1 | 4 | 4 |  |
| Café Area – Preparing hot drinks and serving tuck. | Hot urn, pans of hot milk, use of hot water, contamination, allergies. | Burns, allergic reaction including anaphylaxis. | Everyone | 2 | 3 | 6 | Adults only in the kitchen space. No fresh food is being prepared just hot drinks and serving tuck. Youth leaders are responsible for overseeing allergies of young people and that they have medication or epi pens. Allergen information will be clearly signed at the kitchen where food is being sold. A first aider will be available on site with a mobile phone to call an ambulance if required. | 1 | 3 | 3 | First Aiders on site include Dan Jenkins. |
| 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 to be made 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 been stacked or placed on stands  Fire from overheating equipment | Bruises, lacerations, grazing, concussion.  Electrical burns.  Crushing, broken bones.  Heat burns and inhalation of toxic fumes. Death. | Everyone | 2 | 5 | 10 | Perimeter to be set around equipment that is stacked or placed on stands.  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.  Open containers of liquids will be kept clear of electrical equipment. | 1 | 5 | 5 | Using wall mounted speakers and projector already in place at venue |
| Whole Site | Safeguarding. | Multiple forms of abuse, grooming. | Everybody | 2 | 4 | 8 | Youth leaders are responsible for collecting parental consent forms, proformas are all available through churches SQP log in.  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.  In case of emergency youth leaders have the first point of responsibility for young people.  Mini Maycamp team will be identified with lanyards and will be responsible for looking after the building and activities but not for the young people themselves.  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. | 1 | 4 | 4 | Lanyards needed  First aid Kits provided  Stickers for adult leaders |
| 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 | Young people are to wear footwear at all times whilst playing sports in the youth centre hall. | 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 | 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.  Leaders to ensure that clear paths and plenty of space is made between young people if running around is required.  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. | 2 | 2 | 4 |  |