

This document sets out the requirements to ensure the health, safety and wellbeing of Starpic Project (young people, coaches, volunteers, parents). It is essential the information contained within this document is communicated to all parties and/or groups involved in the activity and that there is continual communication and transparency between the parties/groups.

ASSESSMENT DATE	19th April 2023	FORMAT:	Coach / Worker lead activities
GROUP:	Youth Work	ACTIVITY:	Youth Project
AGE:	5yrs + (<i>male & female</i>)	LOCATION:	Hays Business Centre
LEAD:	<u>Youth Worker</u>	RATIOS:	8 young people per adult
FIRST AID:	Lead contact will check first aid kit and are responsible to record incidents		
EMERGENCY:	Lead contact to have mobile phone and has access to emergency contact info		
DYNAMIC RISK:	Lead contact responsible for checking the activity areas		
SAFETY:	All will be made aware of expectations prior to attending the session		

WORST CASE OUTCOME				LIKELIHOOD			RISK RATING (Outcome X Likelihood)		
10	8	5	3	10	2	1	HIGH	MEDIUM	LOW
Fatality	Severe Injury	Lost time Injury	Minor Injury	CERTAIN	UNLIKELY	REMOTE	50-100	20-49	1-19

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What are you already doing?</u>	O U T C O M E	L I K E L Y	R I S K	B Y	W H O	W H E N
Being knocked down by traffic	Young people, workers and volunteers	The risk is the same as anywhere, though adults and children should be advised to take extra care to look both ways. Extra supervision is also necessary when disembarking from the bus.	3	2	LOW		Lead contact and workers	
Becoming separated from group	Young people	Children should be made aware of a 'central meeting point' to which they should go if lost and where a leader will be available. Leader takes regular head counts and young people "buddy up"	3	2	LOW		Lead contact and workers	
Weather	Young people, workers and volunteers	Children and adults alike are often unaware of the risks of sunburn and should be reminded regularly to apply sun cream, to drink sufficient amounts of water and to cover heads and shoulders. Teachers	3	3	LOW		Lead contact and workers	

		should consider requesting children bring hats.				
Falling over or tripping during session	Young people, workers and volunteers.	Lead contact to complete a visual inspection on the day of the activity as a visual dynamic risk assessment.	3	3	L O W	Lead contact and workers
	SLIPS / TRIPS Injury through accident	1. Hazards to be removed by workers in preparation for the activity, if safe to do so. 2. If hazards are uncontrollable or unable to be removed, activity may be postponed or canceled. 3. Other worker/supervisory adults briefed on arrival of any hazards and establish any necessary rules about hazards. 4. Lead contact has a plan in place which details action to be taken by workers and young people if a hazard appears or begins during the activity.	3	3	L O W	Lead contact and workers
	FALLS Injury through accident	Hazards could include, but are not limited to: changes in weather, fallen branches, other people littering, animals entering the activity area.	3	3	L O W	Lead contact and workers
	ELECTROCUTION Injury through accident	Lead contact to complete a visual inspection on the day of the activity on any electrical equipment that is available. Items are but not limited to (games console, screens, computers)	3	3	L O W	Lead contact and workers
Group Safety	END OF SESSION Young people and workers	The lead contact and workers have sole responsibility for delivery of activities and the young people attending the session and may be responsible for securing the building at the end of a session. In this case all workers will lockdown together, ensuring all youths have exited the premises.	1 0	2	M E D I U M	Lead contact and workers
		In the event of danger from any other person, group or equipment. The workers leading the session will move the group to a safe location away from the hazard to reduce any further risk.				
	DANGER BY OTHERS Young people and workers	In the event of others causing danger or a situation escalating the lead contact will telephone the local police authorities on 101, if a situation is causing immediate danger they will call 999 immediately.	1 0	2	M E D I U M	Lead contact and workers
At the earliest opportunity the lead contact will complete a ' Starpic Incident ' report form and give the project manager an update of the situation ASAP.						
	FIRE SAFETY Young people and workers	The lead worker will identify the fire assembly point for the session, this will be included in the pre session brief to the team while allocating what staff will check areas to ensure the safe evacuation when needed.				
Behavior	Young person, injury through	Use ground rules to maintain good behavior expectations. Any unacceptable behavior must be	2	2	L O	Lead contact

	unacceptable behavior to self or injury to others	dealt with immediately by the lead contact and recorded on an incident report form.			W	and workers
Water Safety	Young person, workers and volunteers risk of drowning	Where there is open water in outdoor spaces, workers set rules and ensure safety of young people. Clearly communicate these to the young people and where necessary, parents prior to activity and reinforce on arrival.	8	2	LOW	Lead contact and workers
Road Safety	Young person, injury through accident	If there is a road or car park nearby, lead contact to set rules and ensure safety of young people. Ensure all young people understand the area in which the activity will be taking place. Clearly communicate these to young people and where necessary, parents prior to activity and reinforce on arrival.	8	2	LOW	Lead contact and workers
Hydration	Workers, young people, Cross Contamination Dehydration	Young people will have their own source of hydration in a sealed bottle. No sharing of water bottles will be allowed.	1	1	LOW	Lead contact and workers
Sun Damage	Workers and young people. Skin damage due to sun	Young people and workers wear sunscreen. Sunscreen to be applied before activity commences with sufficient time to be active before session begins. The project will provide sunscreen for young people to apply individually while mitigating allergies.	3	2	LOW	Lead contact and workers
Clinically or Extremely Vulnerable young persons	Death Serious ill health Infecting or transmitting the virus to others	Young people and workers deemed 'clinically extremely vulnerable' should continue to follow government advice. Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should follow current government advice and not attend sessions.	N A	N A	N A	N A N A N A
Use of equipment/apparatus	Death Serious ill health Infecting or transmitting the virus to others	The lead contact will ensure any equipment used during the session is safe and fit for purpose, (checked prior to use) and wiped down using multi surface 'antibacterial' wipes.	3	1	LOW	Lead contact and workers
		Where equipment or apparatus is unsafe or not suitable to use the lead contact will remove from session (where possible) and clearly label 'DO NOT USE' and report any defect to owner of equipment and inform the project manager via email to follow up.	3	2	LOW	Lead contact and workers
A member of the group becoming unwell	Young person, workers and volunteers risk of illness spreading	In the event of a young person becoming unwell on arrival or during the session, the session first aider will be advised. The young person will be moved away from the group (in a safe open space) and the lead contact will make a telephone call to the emergency contact on record or inform the adult upon collection at the end of session.	3	2	LOW	Lead contact and workers
		Where the situation is serious the lead contact will	3	2	L	Lead

		call the emergency number and the emergency services for professional guidance.			O W	contact and workers
		If a member of the staff team becomes unwell they will be permitted to leave the session and seek medical advice if needed. An additional staff member will attend to ensure a minimum of TWO workers are onsite. Where this is not possible the session will get canceled, all youth emergency numbers contacted to request collection.	3	2	L O W	Lead contact and workers
Taking to group to another location (park etc)	Young person, injury through accident	Lead contact and workers will ensure the safety of the young people. Set ground rules with young people and ensure an adult is at the front leading the group and another at the back.	8	2	L O W	Lead contact and workers
		Ensure all young people understand the area in which the activity will be taking place. Clearly communicate these to young people and where necessary, parents prior to activity and reinforce on arrival.	8	2	L O W	Lead contact and workers
Returning to planned activity after isolation.	Death Serious ill health Infecting or transmitting the virus to others	Workers or young people who are returning to activity from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return to ensure it is safe for them to return to physical activity.	5	1	L O W	Lead contact and workers
Potential spread of COVID-19	Young person, workers and volunteers risk of illness spreading	Good hand hygiene practices for young people and staff, hand sanitizer is located throughout the building as well as an opportunity to wash hands. Avoid physical contact with others i.e hugs, hand shakes, fist bumps and keep a safe distance where possible. Limit shared resources and sanitize resources, workspaces between groups.	5	2	L O W	Lead contact and workers

Additional Notes:

This Starpic risk assessment was created for the activity, date(s) and venue as detailed at the top of this document. This is a working document and will be changed to ensure the safety of young people, workers and volunteers within the project.