



Risk assessment policy

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1. INTRODUCTION

This policy is designed to ensure that Wendover Youth Centre (WYC) undertakes appropriate assessments of risks to the health and safety of workers, members and others.

The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

The primary aims are to make sure that no person suffers harm due to conditions either in the Centre or as part of any WYC activities, and so that WYC can take decisions, provide guidance and apply protective and preventive measures to assure itself that systems are in place to create a safe environment for its workers, members, visitors etc.

2. ACCESSIBILITY

If any aspect of this policy or procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this with the Administrator (admin@wendoveryouth.co.uk) who will make appropriate arrangements.

3. SCOPE AND ELIGIBILITY

This policy sets out WYC's approach to risk assessments and applies to all employees, workers, volunteers and trainees (collectively referred to as "workers" in the remainder of this policy).

This policy is not contractual, it does not form part of employees' terms and conditions of employment.

WYC reserves the right to amend this Policy and any accompanying documentation from time to time.

4. DEFINITIONS

Risk assessment

The assessment is a careful examination of what may (within the Centre or via its activities) cause harm to members, workers, visitors or anyone else who could be affected by WYC activities.

Types of risk assessments

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A **specific risk assessment** may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example for new and expectant mothers.

A **dynamic risk assessment** is a continuous process of identifying the hazards that occur in for example: an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level

Hazard

Something with the potential to cause harm

Hazardous outcome

A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

Risk rating

The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

Control measures

Method used to reduce or control risks arising from identified hazards

Residual risk

The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

5. MAIN PRINCIPLES

Identifying risks and hazards

These are primarily identified through the risk assessment process, however they can be identified through a number of other avenues such as internal incident reports.

Workers are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in.

Hazardous outcomes

Once risks have been identified, it is necessary to establish what the potential hazardous outcomes or events could be associated with the hazard. When identifying who could be harmed, identify how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards present less risk than frequently occurring hazards.

Once likelihood has been determined, the probable consequence of the hazardous event should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

Likelihood			Severity		
1	Very Unlikely	Not expected and would only occur in exceptional circumstances	1	Insignificant	Small injury resulting, no or very little intervention required (small graze, small cuts or bruises)
2	Unlikely	Not expected, but conceivable, could occur sometime	2	Minor	Injury resulting with little intervention (basic first aid, minor burns, cuts etc.)
3	Possible	Might occur at some time	3	Moderate	Notable injury resulting in medical intervention, a dangerous occurrence.
4	Likely	Will probably occur in most circumstances	4	Major	Major injury, may impact more than one person (broken bones, hospitalisation, etc.)
5	Very Likely	Expected to occur in most circumstances	5	Catastrophic	Fatality or multiple fatalities, severe illness which may prove to be fatal.

Risk rating and tolerance		
1 - 5	Low	Low risks are usually acceptable, unless there are low-cost solutions which can remove the risk and improve the environment
6 - 10	Medium	Medium risks may be acceptable if suitable controls are in place
12 - 15	High	Often high risks can be reduced by improving controls. High risks may become acceptable if the consequences are high, but the likelihood is then reduced.

Mitigating risk and hazards – control measures

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm.

First it is important to identify what is already being done, what controls are already in place and how is the work / activity organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. (Good practice examples can be found online or seeking expertise from similar organisations)

When looking to reduce the residual risk further, consider 'can I get rid of the hazard altogether?' if not, 'how can I control the risks?' It may be helpful to consider the principles below:

- *try a less risky option*
- *prevent access to the hazard*
- *organise work to reduce exposure to the hazard*
- *issue personal protective equipment*
- *provide welfare facilities*

When the control measures have been identified and agreed they must be prioritised, placed into an action plan and implemented. The action plan needs to be clear precisely what needs to be done, when and by whom with SMART objectives (Specific, Measurable, Achievable, Realistic and Timed). Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimise the risk.

The implementation of the action plan will be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.


Monitoring and review

The risk assessment and control process are not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.


Risk assessments must be reviewed

- If there has been a significant change in the matters to which it relates
- If there is reason to suspect that it is no longer valid
- At least annually

6. Example risk assessment




GENERIC RISK ASSESSMENT FORM




SERVICE AREA: Youth Charity **LOCATION:** Wendover Youth Centre **NAME OF ASSESSOR(S):** Pete Swinford

DATE OF ASSESSMENT: 10/01/2022 **Job Type/Work Activity:** YOUTH CENTRE **FREQUENCY/DURATION:** Ongoing

What are the Hazards?	Who might be harmed and how? (Who is at special risk?)	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
							Likelihood	Severity	Risk Level
Fire and Emergency	Lives could be at risk without emergency procedures	Fire risk assessment. Emergency procedures are in place, alarm practices carried out at groups. Fire alarm in place.	Review fire risk assessment. Review procedures. Ensure somebody is sent to the gate to let the emergency services in if it is between 8am-4pm on a weekday	Centre manager			1	5	5
Wheelchair Users or people with limited mobility	Wheelchair Users or people with limited mobility	Centre is on one floor. Ramps in front of centre and in the garden. Wide entrance doors. Disabled toilet.		Centre manager			1	1	1
Emergency Vehicle access	Those in need of emergency services	Car Park at centre. Signs at youth centre.	Better system of emergency vehicles entering barrier system. Currently a person would go down to barrier to let the emergency services in.	Centre manager/ school.			2	3	6
Damage to building and equipment	Centre users	Monitoring care of equipment during youth sessions/ hiring of the centre. Alarm system and locks on the centre.		Centre manager			2	2	4
Slips, trips and falls	Centre users	Outside lighting provided. Indoor lighting provided. Users warned about any wet floors – signs provided. Any activities with this hazard contain their own risk assessments.	Centre is kept as empty as possible for use.	Centre manager and users			2	2	4
Injuries	Centre Users	First Aid located in the youth worker's office. First aid box updated when needed. First aid provided to staff and volunteers every 3 years. Contact details provided for young people, phones accessible for emergency.	All first aid is logged in the accident book.	Centre manager and users			2	3	6
Manual Handling	Centre users – volunteers and staff	Moving equipment is done in a controlled way under the direction of the centre manager/ leaders in the session.	Volunteers are asked to make leaders aware of any restrictions they may have in moving equipment.	Centre manager			1	2	2



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Personal Safety Risk of verbal or physical attack.	Youth workers and young people	Sessions run by trained youth workers who are able to deal with young people with poor behaviour. Systems in place to safeguard. Safeguarding training updated for workers and volunteers every 3 years. Lone working should not be done during clubs – centre should be locked with more than 1 adult.	Guidelines created for specific sessions	Centre manager			2	3	6
Theft	Centre	Money and any valuables kept in locked cupboards inside locked office.	Money to be removed from the centre on a regular basis.	Centre manager			2	3	6
Inappropriate behaviour by young people	Youth works and young people	Trained youth workers to monitor behaviour. Behaviour agreement and safeguarding processes in place.	Guidelines created for specific sessions	Centre manager			3	2	6
Noise	Noise complaints from neighbouring services	Noise controlled by youth workers.		Centre manager			1	1	1
Indoor and Outdoor activities - injuries	Young people and workers	All extra activities/ events have their own risk assessments.		Youth workers			2	2	4
Litter – sharp objects left on site	Centre users	Litter is regularly cleared, with multiple bins inside and big waste bins outside. If glass is on the floor, leaders clear up immediately without the aid of young people.		Centre manager and youth workers			1	2	2
Kitchen hygiene	Centre users	All kitchen surfaces are wiped down with the antibacterial spray before food preparation. Only people with Food Hygiene certificate will supervise food preparation. Waste bins are emptied regularly. The fridge is checked regularly for temperature and out of date. Risk assessment provided for each kitchen activity and tuck shop.		Centre users			1	3	3
Toilet Hygiene	Young people and workers	Toilets are regularly cleaned. Workers always check toilets when locking the building. Soap, water and hand dryers are available for washing hands. Bins are emptied regularly.		Centre manager			1	2	2



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							Likelihood	Severity	Risk Level
Contractors working on site	Young people/ contractors	Appointments made in advance so users are aware that the contractors will be there. Users to check contractors ID. Contractors made aware of emergency procedures. Contractors not left alone in the building.	Contractors to break/ separated when young people present.	Centre manager			1	2	2
Electricity – electric shocks	Centre users	PAT tested. Only staff access plug sockets/ electric appliances.		Centre Users and Centre manager			1	3	1

Control Measures Acceptable Yes / No Delete as appropriate

Revision date: - 16/05/2023

SIGNED OFF BY: ... P. Swinford Date: 16/05/2023 Verified by:..... Date: Further controls need to be in place and monitored as satisfactory before finally signing off this assessment

	<p>price e.g. mask, gloves</p> <p>One-way system will be introduced for entering (main door) and leaving the building. (kitchen door)</p> <p>Adults and young people over the age of 11 must wear masks for indoor activities.</p> <p>Face coverings must be worn in the centre except where individuals or activities are exempt.</p>	<p>equipment that will be used before and after use (e.g. paints, brushes, cups, controller)</p> <p>We are limiting number of users to 15 (not including volunteers) at one time and splitting these into 2 smaller group bubbles and ensuring that users from the same family/household stay in their own groups to help limit cross contact.</p>						
	<p>Maintaining Hygiene:</p> <p>User to be told to washing hands on entering and leaving the building.</p> <p>User to use hand sanitiser at regular intervals.</p> <p>Soap and hand towels will be at every sink basin and hand sanitiser will be in every room.</p>	<p>For some activity's users will wear gloves and after the activity the gloves will be thrown in the bin.</p> <p>Electric hand dryers will not be used</p>						
	<p>Signage Information:</p> <p>Signs and posters will be put around the centre to reinforce good hygiene and social distancing measures.</p> <p>Staff and volunteers will be briefed before sessions on clean regime, procedures and rules.</p>	<p>Users will be reminded of these measures before use and regularly during the session</p>						
	<p>Ventilation:</p> <p>Windows and doors will be opened to encourage good ventilation</p>	<p>If weather permits and appropriate, activities will be done outside in the garden area</p>						