

	Event Risk Assessment Form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = Risk Rating
Location	Pimlico Academy, London			
Event Name	BYC Conventions 1, 2 and 3	0: Very low to nil	0: No injury	(1-3) Negligible
Event date	22 June 2019, 12 th October 2019 and 18 th January 2020	1: Very unlikely	1: First aid required	(4 – 8) Minor
Event start and end time	Approx 10am-4:30pm	2: Unlikely	2: Minor	(9 – 14) Moderate
Event Type	Conference	3: Likely	3: Moderate/High	(15 – 25) MAJOR
Approx No of Participants	Delegates: 250 BYC Staff: 2 plus approx 30 Workers	4: Very likely	4: Major	Any major risks to be discussed
Responsible Officers (on day)	Elaina Phillips 07809 507 362	5: Almost certain	5: Fatal / disabling	
Emergency Contact Name and Number	Brendan McGowan 07852 190 880			
Date last revised	30/04/2019	Calculate Risk before <u>AND</u> after reduction measures		
Risk assessed by	Elaina Phillips			

Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Risks to staff and young people during training	1x2=2	1. Trips, falls 2. Strains/sprains from lifting/moving equipment or	Materials tucked away under tables or at the back of the workshop (training) area. People will be supervised to only lift manageable weights/sizes of equipment.	1 x1 = 1

		furniture	only those who know how to lift correctly should lift anything at all.	
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Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Slips, trips and falls (inside and outside)	2x2 = 4	<ol style="list-style-type: none"> 1. trips over chair legs/equipment 2. strains to wrists during icebreakers 	<p>BYC staff– will wear sensible shoes. Equipment will be safely stored out of the way</p> <p>Staff will also brief young people in the venue. Guidance will be given with clear instructions to the participants, especially during the icebreaker. They will be supervised at all times.</p>	2 x 1 = 2
Risk of fire	1x5 = 5	<ol style="list-style-type: none"> 1. A group and/or individual could become trapped. 2. Smoke inhalation 3. Burns of varying degrees. 	<p>BYC staff to liaise with venue fire officer before event starts and to agree evacuation route, responsibility for fire fighting, adequacy of fire extinguishers etc. BYC staff will ensure that a trained fire officer and qualified first aiders will be on site during the event. Delegates briefed at start of event and in regional meetings about fire and evacuation procedure. Responsible officer to hold copy of registration data and kept in case of evacuation. Fire-fighting equipment available on site. Delegates informed that the venue is a non smoking. Clearly identified smoking points made available to smokers.</p>	1 x 3 = 3

			Fire exits clearly labelled in venue.	
Personal belongings being stolen	2x3=6	Personal belongings will be kept close to individuals. 1. risk of money being stolen 2. risk of staff or young people getting hurt in process of items being stolen	Items must be kept with individuals or not brought to the venue at all.	2 x 2 = 4
Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Assault (any)	2x2=4	Risk of assault to staff and young people.	Emotions can run high during meetings; BYC will not tolerate any show or threat of violence against another staff/Volunteers and participants. No participant will be allowed entry to the event if it is suspected they may be under the influence of alcohol or other substances. All participants and activities will be supervised by a member of staff. It is however stressed to all staff not to put themselves in any danger if a person or persons are engaged in violence against each other. Participants who pose any threat will be asked to leave if they are not willing to work with the group.	2 x 1 = 2
Strangers on site	3x3=9	Strangers on site	We will not be the only group on the school site.	2x2=4

		Unknown people wandering around	The site has control measures in place with all delegates entering the building required to sign in on arrival. Convention delegates be given name badges for identification which must be worn at all times through the meeting All participants will be advised during the housekeeping briefing to report any strangers to the help desk, their worker or BYC staff	
Missing Participants	2x2=4	People lost People wandering off Young people leaving the site	All participants advised during housekeeping briefing to remain within the clearly defined boundary areas. Participants will be supervised at all times	1x1=1

Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
		without telling anyone where they have gone	No one to go offsite without a youth worker or permission, and must also sign in and out at the help desk Signage to be used to remind people of where things are.	
Allergic reaction to food	2x2=2	People eating food that they are allergic to	Participants to disclose food allergies/requirements before arrival via booking	1x1=1
Scalds and Burns	1x2=2	People getting scalded through hot drinks	All minor accidents can be dealt with on site. Venue staff to provide first aid cover on the day In the event of ANY emergency or incident please contact 999	1x1=1

Road Accident	1x1=1	Roads outside of venues	Participants to be supervised by support workers whilst travelling to the event. In the event of an emergency (RTA etc) 999 will be called to summon the emergency services.	1x1=1
Participants under the influence of alcohol/drugs	1x2=2	People turning up to the event under the influence	All participants advised that no alcohol or drugs are allowed to be consumed during the event. Any person found consuming either will be sent home, (as a result of this it may mean the rest of your group are also asked to go home)	1x1=1
Electrocution	1x3=3	Dangerous wiring/Faulty equipment	Venue has to comply with current PAT testing Equipment will be used for its purpose only.	1x1=1

Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Dehydration	1x1=1	Lack of water for people	Drinks will be available at the during registration and at lunch time. Participants will have regular breaks and be encouraged to rehydrate	1x0=0
Bullying, physical assault or inappropriate activity or behaviour	2x3=6	People in danger of being subjected to inappropriate activity	In housekeeping briefing on arrival this message will be conveyed Bullying, physical, mental and verbal abuse including sexist or racist remarks will not be tolerated	1x3=3

Signature of person completing risk assessment	Elaina Phillips	Signature	This behaviour will be challenged and appropriate action in accordance with the code of conduct will be applied Elaina Phillips	30/04/2019
Signature of person reviewing Risk Assessment	Brendan McGowan	Signature		30/04/2019