

	Event Risk Assessment form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = risk rating
Location	The Royal National Hotel, 38 – 51 Bedford Way, London WC1H 0DG	0: Very low to nil	0: No injury	(1-3) Negligible
Event name	Annual Council Meeting	1: Very unlikely	1: First aid required	(4-8) Minor
Event date	2nd September 2017	2: Unlikely	2: Minor	(9-14) Moderate
Event start and end time	09:00 – 17:00	3: Likely	3: Moderate/High	(15-25) Major
Event type	One day conference	4: Very likely	4: Major	Any major risks to be discussed
Approx number of participants	Approx 180 young people 50 adults inc. 12 BYC staff	5: Almost certain	5: Fatal/disabling	
Responsible officer	Zoë Cumberland	Calculate risk before AND after reduction measures		
Event emergency contact name and number	Jo Hobbs (07809 507 367)			
BYC Safeguarding Officers	Jo Hobbs (07809 507 367)			
First Aid Provided by	TBC			
Nearest hospital	University College Hospital Tel: 020 3456 7890 Address: University College Hospital, 235 Euston Road, London, NW1 2BU Website: http://www.uclh.nhs.uk			
Date last revised	03.06.17			
Risk assessed by	Zoë Cumberland			

DAYTIME EVENTS AND ACTIVITIES: GENERAL

Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Risks to staff and young people during workshops	1 x 2 = 2	Haphazard storage of materials and equipment – risk of tripping over boxes, bags etc Manual handling – any lifting and shifting during room rearrangements) – hurting back, legs etc. Spilling hot drinks etc	<ul style="list-style-type: none"> • Materials tidied away in agreed area; safe place for bags etc agreed • Only participants who understand how to lift correctly to be permitted to do any lifting and shifting • Participants to be discouraged from taking hot drinks into workshops or icebreakers 	1 x 1 = 1
Slips, trips and falls (inside and outside)	2 x 3 = 6	Steps on approach to building Trips over chair legs Minor injuries during icebreakers	<ul style="list-style-type: none"> • Participants to be advised to wear sensible shoes. • BYC staff to discuss these hazards before the event and to brief participants. • Staff to give clear instructions to the participants, especially during icebreakers. • Young participants will not be left along during icebreakers or any other potentially hazardous exercises. 	2 x 1 = 2
Risk of fire	1 x 5 = 5	Smoke inhalation, burns, or effects of panic during a fire	<ul style="list-style-type: none"> • 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. They will ensure that a trained fire officer and qualified first aider will be on site during the event. • A briefing to all participants about fire security before the start of the event will take place and followed up in written information in the programme. 	1 x 3 = 3

Personal belongings being stolen	2 x 3 = 6	<ol style="list-style-type: none"> 1. Risk of money being stolen 2. Risk of staff or young people getting hurt in process of items being stolen 	<ul style="list-style-type: none"> • All participants advised in advance not to bring valuables with them where possible. • All participants to keep their belongings with them at all times and to be instructed not to leave their bags or other personal possessions in unattended areas. • Participants to be particularly scrupulous when in overnight accommodation. 	2 x 2 = 4
Assault (any)	2 x 2 = 2	<p>Risk of assault against/between young people and/or adult participants</p> <p>Danger to BYC staff or support workers in attempting to intervene in an outbreak of violence</p>	<ul style="list-style-type: none"> • BYC staff to agree ground rules (no show or threat of violence of any kind to be tolerated) before start of event, and to communicate these rules to participants. • Staff to intervene at an early stage if trouble appears to be brewing. Agree under what circumstances it would be unsafe to intervene and what other actions are available/ appropriate. Participants who pose any threat will be asked to leave. • Safe events policy to be read out and ground rules/code of conduct to be agreed for the weekend. 	2 x 1 = 2

Food related risks	3 x 3 = 9	<p>Allergic reactions</p> <p>Food poisoning</p>	<ul style="list-style-type: none"> • The caterer will be informed of all declared or medical requirements in advance of the event. However, there may be requirements not declared to BYC. • If an allergy is known, it is likely that the individual is able to take responsibility for and manage the risk. Individuals will be expected to carry and administer their own medication unless alternative arrangements have been discussed and agreed prior to the event. • Copies of all Registration Forms or the electronic database detailing any dietary/medical requirements and recommended action to be at the event. • In the event of serious food poisoning the designated First Aider will contact NHS direct and/or local hospital. 	
Serious illness	2 x 4 = 8	<p>An existing condition worsens</p> <p>Delegate becomes seriously ill during the event</p>	<ul style="list-style-type: none"> • Any existing medical conditions and associated medication to be declared on consent/registration forms. • First Aiders will be on duty to take appropriate action and will liaise with emergency services where required • Copies of all Registration Forms or the electronic database detailing any dietary/medical requirements and recommended action to be at the event. 	

Poor lighting, heating and ventilation	2 x 3 = 6	Delegates to become cold from lack of heating Delegates develop heat exhaustion due to lack of ventilation Delegates strain eyes due to low lighting conditions	<ul style="list-style-type: none"> • Each room to have climate control/windows that open and checked before start of event. • BYC staff to have maintenance team number. • Regular refreshment breaks and drinks available at all times. 	2 x 2 = 4
Participants under the influence of alcohol/drugs	1 x 2 = 2	People turning up to the event under the influence	<ul style="list-style-type: none"> • All delegates are informed that they must arrive at BYC events and activities free from the effects of alcohol, drugs or substances, and the consumption of alcohol or misuse of drugs or substances is forbidden during any BYC event or activity. • If any delegate at a BYC event or activity is known to be, or strongly suspected of being intoxicated, the on duty BYC safeguarding officer should be informed immediately and they will take appropriate action which may include the individual/group being sent home. 	1 x 1 = 1

Name of person completing risk assessment	Zoë Cumberland	Date	03.06.2017
Name of person reviewing risk assessment		Date	