	Event Risk Assessment form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = risk rating
Location	University of Leeds, Leeds, LS2 9JT	0: Very low to nil	0: No injury	(1-3) Negligible
Event name	UK Youth Parliament Annual Conference 2019	1: Very unlikely	1: First aid required	(4-8) Minor
Event date	2 <sup>nd</sup> – 4 <sup>th</sup> August 2019	2: Unlikely	2: Minor	(9-14) Moderate
Event start and end time	11am Friday – 2pm Sunday	3: Likely	3: Moderate/High	(15-25) Major
Event type	Residential/educational	4: Very likely	4: Major	Any major risks to be discussed
Approx. number of participants	Young people: Approx. 175 LA workers: Approx. 95 15 members of BYC staff 3-5 keynote speakers Approx. 3 external workshop trainers	5: Almost certain	5: Fatal/disabling	
Responsible officer	Zoë Cumberland	Calculate risk before <b>AND</b> after reduction measures		
Emergency contact name and number	Jo Hobbs, CEO: 07809 507 367 Zoë Cumberland: 07809 507357			
Date last revised	28/05/2019			
Risk assessed by	Zoë Cumberland			
First Aid provided by	TBC			
Nearest Hospital	Leeds General Infirmary, Great George St, Leeds LS1 3EX			

**RESIDENTIAL GENERAL**

<b>Risk identified</b>	<b>Risk A x B rating</b>	<b>The risks</b>	<b>Avoidance/reduction measures</b>	<b>Residual risk A x B rating</b>
Periods of indirect or remote supervision	2 x 2 = 4	Young person separated from main group.  Young people engage in unsafe activity	<ul style="list-style-type: none"> <li>• Full programme of activities offered</li> <li>• Map of venue given in delegate programme</li> <li>• Help desk located centrally to main programme</li> <li>• Young people briefed not to leave the site</li> <li>• Emergency contact number to be printed in delegate programme</li> </ul>	1 x 2 = 2
General incident and emergency	3 x 2 = 6	Young people engage in unsafe activity.	<ul style="list-style-type: none"> <li>• All staff briefed regarding roles, responsibilities and procedures with written confirmation.</li> <li>• BYC staff to conduct detailed pre-visit to check area and facilities, and identify hazards.</li> <li>• On booking, responsible LA staff agree to the following 'it is the responsibility of the support workers to ensure that delegates act in accordance to the UKYP Code of Conduct, BYC Equal Opportunities Policy, venue policy and procedures and any other rules applicable to this event. Failure to comply may result in the young person being asked to leave the event</li> <li>• BYC's safeguarding policy to be abided by at all times by all members of staff. Policy reminder carried out before event.</li> <li>• Specific risk assessments completed with respect to particular high risk individuals, venues, and activities.</li> <li>• Delegates to inform BYC of all additional needs in advance</li> </ul>	2 x 2 = 4

			<ul style="list-style-type: none"> <li>• Staff to young people ratios conform to BYC policies.</li> <li>• All staff briefed regarding risk assessment and control measures.</li> <li>• Contact details of parents/guardians held by BYC and LA workers.</li> <li>• All LA workers briefed regarding emergency procedures.</li> <li>• Recommended that all leaders carry mobile phones.</li> <li>• Contact numbers prominently displayed at the event.</li> <li>• First Aid to be provided by external providers who are on duty 24 hours.</li> <li>• Itinerary and arrangements to be discussed with young people daily.</li> <li>• Leaders aware of the need to maintain ongoing dynamic risk assessment.</li> <li>• Programme planned to avoid high risk situations.</li> <li>• BYC staff to wear identifiable clothing and lanyards at all times.</li> <li>• Staff and delegates to wear name badges at all times.</li> </ul>	
Accommodation and overnight stay - general	2 x 2 = 4	<p>External members of the public accessing young people's rooms and corridors</p> <p>Young people not abiding by the rules (including curfew/bedtime)</p>	<ul style="list-style-type: none"> <li>• All 'open' social spaces are closed at midnight by the hall porter.</li> <li>• Delegates will only have access to their respective single occupancy rooms via individual keys given to them upon arrival</li> <li>• Delegates should not be in the accommodation blocks unsupervised during the day.</li> <li>• LA workers will be roomed as close to their</li> </ul>	1 x 2 = 2

		General trips, falls and access to electronic equipment	<p>young people as possible.</p> <ul style="list-style-type: none"> <li>• LA workers briefed on bed time BYC policy and asked to enforce it with BYC staff.</li> <li>• Accommodation has external validation of standards.</li> <li>• Staff will conduct visual inspection of stairways, glass doors, electrical fittings etc. together with specific hazards in grounds or immediate surroundings.</li> <li>• Group will be briefed on arrival of any hazards, and establish necessary rules including no climbing on balconies or out of windows or onto fire escapes.</li> <li>• Group will be briefed to report any faulty items/dangerous equipment found.</li> <li>• At least 2 staff members will be on duty at all times, and will still supervise “free-time”.</li> <li>• Young people will not be involved in catering/washing up unless the activity has been risk assessed and properly supervised.</li> </ul>	
Illness and injuries	2 x 2 = 4	<p>Lack of hygiene/ illness</p> <p>Night time tendencies (sleep walking etc) ~ injuries</p> <p>Special needs not adequately considered or accounted for accidents□</p>	<ul style="list-style-type: none"> <li>• BYC staff and LA workers to circulate all activities to supervise.</li> <li>• Staff will inspect and monitor washing facilities, lighting, heating, ventilation, catering etc.</li> <li>• Group will be briefed to wash hands regularly and especially before mealtimes.</li> <li>• BYC will ensure that appropriate information is gained from parents/guardians re. Illnesses/ medical conditions, sleepwalking etc.</li> <li>• Suitable supervision will be arranged to meet needs of delegates.</li> <li>• BYC staff will ensure that accommodation is safely accessible and suitable for all group</li> </ul>	1 x 2 = 2

			members.	
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"> <li>• Materials tidied away in agreed area; safe place for bags etc agreed.</li> <li>• Only participants who understand how to lift correctly to be permitted to do any lifting and shifting.</li> <li>• Participants to be discouraged from taking hot drinks into any workshops.</li> <li>• Workshops to be individually risk assessed accordingly and further parental consent to be collected if needed per different workshop activity.</li> </ul>	
Risks to staff and young people during evening entertainment	1 x 2 = 2	Haphazard storage of materials and equipment – risk of tripping over boxes, bags etc  Over excited crowds  Injuries when dancing etc.  Spilling hot drinks etc.  Loud noises/flashing lights	<ul style="list-style-type: none"> <li>• Materials tidied away in agreed area; safe place for bags etc. agreed.</li> <li>• High ratio of staff to be in catering areas to manage crowds.</li> <li>• Staff to be available outside of the evening entertainment to support those who do not want to be involved in main entertainment. There will also be quiet space available for this.</li> <li>• Participants to be discouraged from taking hot drinks into crowded areas.</li> <li>• Drinking water available.</li> <li>• Electronic cables taped down securely to the floor to avoid tripping.</li> <li>• Appropriate number of staff to be in the hall for the evening activities at all times.</li> <li>• Delegates to be made aware of the possibility of loud noises and flashing lights during the evening activities. There will be staff available again for those who do not want to be involved in this.</li> </ul>	1 x 1 = 1

Slips, trips and falls (inside and outside)	2 x 3 = 6	<p>Steps on approach to building</p> <p>Trips over chair legs</p> <p>Minor injuries during icebreakers</p>	<ul style="list-style-type: none"> <li>• Participants to be advised to wear sensible shoes.</li> <li>• BYC staff to discuss these hazards before the event and to brief participants.</li> <li>• Staff to give clear instructions to the participants, especially during icebreakers.</li> <li>• Young participants will not be left alone during icebreakers or any other potentially hazardous exercises.</li> </ul>	2 x 1 = 2
Risk of fire and evacuation	1 x 5 = 5	Smoke inhalation, burns, or effects of panic during a fire	<ul style="list-style-type: none"> <li>• 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.</li> <li>• BYC staff will ensure that a trained fire officer and qualified first aiders will be on site during the event.</li> <li>• Delegates briefed at start of event and in regional meetings about fire and evacuation procedure.</li> <li>• BYC staff to hold copy of registration data and kept in case of evacuation.</li> <li>• Fire-fighting equipment available on site.</li> <li>• Delegates informed that the venue is a non smoking. Clearly identified smoking points made available to smokers.</li> <li>• Fire exits clearly labelled in venue.</li> <li>• The accommodation block meets fire regulation requirement and no cladding on the buildings.</li> <li>• All bedrooms have details on the fire evacuation policy and the hall is “staffed” from 8.00am until midnight.</li> <li>• Those in accessible bedrooms will be</li> </ul>	1 x 3 = 3

			<p>supervised at all times if necessary and staff will be located in the same block and corridor.</p> <ul style="list-style-type: none"> <li>• BYC to have an emergency evacuation plan with clear roles and responsibilities</li> </ul>	
Any chemicals or other substances hazardous to health e.g. dust or fumes	2 x 3 =6	<p>Chemical skin burns</p> <p>Injury to eyes</p>	<ul style="list-style-type: none"> <li>• Venue to inform BYC staff of any possible substances in the near vicinity e.g. cleaning materials in flats.</li> <li>• Delegates briefed not to use them.</li> </ul>	2 x 2 = 4
Electric shocks and burns	2 x 3 = 6	<p>Electrical equipment</p> <p>Use of shared kitchens in flats</p> <p>Electric shock due to contact with water</p>	<ul style="list-style-type: none"> <li>• PAT tests carried out and certificates provided.</li> <li>• Any faulty equipment to be removed.</li> <li>• Flats are checked regularly by site staff.</li> <li>• Avoid use of extension leads.</li> <li>• Do not locate electrical equipment near water sources.</li> <li>• Delegates warned to keep careful in the share kitchens in accommodation block if to be used</li> </ul>	2 x 2 = 4
Poor lighting, heating and ventilation	2 x 3 = 6	<p>Delegates to become cold from lack of heating</p> <p>Delegates develop heat exhaustion due to lack of ventilation</p> <p>Delegates strain eyes due to low lighting conditions</p>	<ul style="list-style-type: none"> <li>• Each breakout and conference space rooms to have climate control and checked before start of event.</li> <li>• BYC staff to have maintenance team number.</li> <li>• Regular refreshment breaks and drinks available at all times.</li> <li>• Delegates told in advance to bring suitable outside clothing (e.g. waterproof coat, plenty of layers, long sleeved tops) depending on the weather.</li> </ul>	2 x 2 = 4
Personal belongings being stolen	2 x 3 = 6	<p>Risk of money being stolen</p> <p>Risk of staff or young people getting hurt in process of items being</p>	<ul style="list-style-type: none"> <li>• All participants briefed in advance not to bring any valuables with them if at all possible</li> <li>• All participants to keep their belongings with them at all times and to be instructed not to leave their bags or other personal possessions</li> </ul>	2 x 2 = 4


		stolen	<p>in unattended areas.</p> <ul style="list-style-type: none"> <li>• Participants to be particularly scrupulous when in overnight accommodation and during evening activities.</li> <li>• Times of movement in and out of accommodation (Morning and evening) will be supervised by BYC and LA staff</li> <li>• BYC and LA staff to be spread out across blocks, floors and corridors</li> </ul>	
Any vehicles on site; collision with pedestrians	2 x 2 = 4	There is no public access on site but there are some on site vehicles	<ul style="list-style-type: none"> <li>• Signs will be in place to direct participants and to make aware to passing through vehicles.</li> <li>• Cars parked in car park only.</li> <li>• Delegates briefed about using caution when crossing roads and in large groups staff will supervise these crossings where possible.</li> </ul>	2 x 1 = 2
Access to kitchens – sharp equipment and use of hand tools, hot water (kettles) and cookers (gas and electric)	2 x 3 = 6	Cuts Burns	<ul style="list-style-type: none"> <li>• The majority of delegates will have no need to use these appliances as all food and refreshments will be available in the catering areas.</li> <li>• Sharp knives to be removed from kitchens.</li> <li>• Annual appliance safety testing.</li> <li>• Notices with instructions for safe use of appliances.</li> </ul>	2 x 2 = 4
Accommodation sharing with anyone other than those roomed with	4 x 3 = 12	<p>Late night groups spending time in single rooms or communal room</p> <p>Adults sharing flats with young people</p> <p>Risk of young people</p>	<ul style="list-style-type: none"> <li>• Strict curfew on bed times and lights out adhered to and monitored by BYC staff.</li> <li>• Youth workers to monitor bed times for their young people.</li> <li>• All participants will be in single-occupancy rooms.</li> <li>• External doors and windows secured against intrusion</li> <li>• Young people have emergency number to call</li> </ul>	2 x 3 = 6



		<p>engaging in sexual intercourse under the age of consent</p> <p>Games played getting out of control</p>	<p>during the night.</p> <ul style="list-style-type: none"> <li>All delegates will be briefed on safeguarding policies including only being allowed in their own bedroom at any time and the reasons why this is in place.</li> </ul>	
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"> <li>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.</li> <li>Staff to intervene at an early stage if trouble appears to be brewing.</li> <li>Agree under what circumstances it would be unsafe to intervene and what other actions are available/ appropriate.</li> <li>Participants who pose any threat will be asked to leave.</li> <li>Illegal drugs and alcohol are banned completely from the event. Staff and Local Authorities have been briefed and agreed to the rules. Anyone found with either substance will be sent home and parents/ line managers will be informed.</li> </ul>	2 x 1 = 2
Food poisoning	3 x 3 = 9	<p>Risk of young people, staff, or support workers contracting food poisoning or similar from venue</p>	<ul style="list-style-type: none"> <li>Venue adheres to all necessary health and safety and hygiene requirements</li> <li>BYC to speak to venue to plan in the case of an outbreak to minimize risk to others</li> <li>All delegates will be encouraged to wash hands before and after meal times and keep good hygiene generally</li> <li>BYC management team will jointly be responsible for any decision to cancel the residential and to report to BYC and their respective organisations.</li> </ul>	1 x 1 = 2

Epidemic / Public Health outbreak	2 x 3 = 6	Risk of participants contracting and/or passing on infectious virus or disease.	<ul style="list-style-type: none"> <li>• BYC will ensure that appropriate information is gained from parents re. illnesses or existing medical conditions.</li> <li>• Participants will be in groups and supervised by BYC staff throughout the event, to monitor for illness or symptoms. Workers and young people are travelling together and have the opportunity to meet at lunchtime to check in.</li> <li>• Medical professionals are available on site.</li> <li>• If a participant is taken unwell, BYC will complete an incident form recording symptoms, and if they leave site, will ensure contact is maintained to receive updates on any diagnosis.</li> <li>• If there is a suspected public health outbreak, BYC will seek guidance from public health officials in the vicinity, and update support workers as appropriate.</li> </ul> <p>If a public health outbreak occurs during the event, BYC's emergency decision making and communication process which will be implemented by BYC in liaison with relevant parties.</p>	2 x 2 = 4
Risks during evening activities	2 x 2 = 4	<p>Young person getting lost, or otherwise "disappearing" from the group into buildings and areas not in use by BYC</p> <p>Trips or falls during evening activities</p> <p>Loss of personal belongings or pick</p>	<ul style="list-style-type: none"> <li>• Young people asked not to leave the designated buildings and areas in use by BYC.</li> <li>• Delegates to ensure safety of personal possessions.</li> <li>• Staff and LA workers allocated roles and areas on site to patrol</li> </ul>	1 x 2 = 2

		pocketing		
Risks during overnight accommodation	2 x 2 = 4	Young person ill or homesick during the night  Security of accommodation compromised	<ul style="list-style-type: none"> <li>• Ensure that young people know who to contact in the event of illness or home sickness (duty mobile number available in programme)</li> <li>• Ensure that contact details are readily available.</li> <li>• BYC Staff to discuss security issues with senior official on site and that all those staying overnight are clear about and observe security precautions.</li> </ul>	2 x 1 = 2

<b>Name of person completing the risk assessment</b>	Zoë Cumberland	<b>Signature</b>		<b>Date</b>	28/05/2019
<b>Name of person reviewing risk assessment</b>		<b>Signature</b>		<b>Date</b>	