	Event Risk Assessment form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = risk rating
Location	University of York	0: Very low to nil	0: No injury	(1-3) Negligible
Event name	UK Youth Parliament Annual Sitting 2016	1: Very unlikely	1: First aid required	(4-8) Minor
Event date	22 nd – 24 th July 2016	2: Unlikely	2: Minor	(9-14) Moderate
Event start and end time	11am – 2pm	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 (inc PGs): ~225 LA workers: 100 15 members of BYC staff 5 guest speakers 10 exhibitors	5: Almost certain	5: Fatal/disabling	
Responsible officer	Zoë Cumberland	Calculate risk before AND after reduction measures		
Event emergency contact name and number	Zoë Cumberland – 07809 507358			
BYC Safeguarding Officers	James Cathcart – 07809 507356			
First Aid Provided by	2 x First Aid members on duty: Friday 31st: 10am – Midnight Saturday 1st: 8am – Midnight Sunday 2nd: 8am – 2pm			
Nearest hospital	The York Hospital, Wigginton Road, York, North Yorkshire, YO31 8HE. Tel: 01904 631 313			
Date last revised	31 st May 2016			
Risk assessed by	Zoë Cumberland			

Risk identified	Risk A x B rating	The risks	Avoidance/reduction measures	Residual risk A x B rating
Periods of indirect or remote supervision	2 x 2 = 4	Young person separated from main group.	<ul style="list-style-type: none"> • Full programme of activities offered • Help desk located centrally to main programme • Young people briefed not to leave the site • Emergency contact number to be printed in programme 	1 x 2 = 2
General incident and emergency	3 x 2 = 6	All accidents, incidents and emergencies	<ul style="list-style-type: none"> • All staff briefed regarding roles, responsibilities and procedures with written confirmation. • BYC staff to conduct detailed pre-visit to check area and facilities, and identify hazards. • Delegates to sign code of conduct before attending. • BYC's safeguarding policy to be abided by at all times by all members of staff. • Specific risk assessments completed with respect to particular individuals, venues, and activities. • Delegates to inform UKYP of all additional needs by June 2016 • Staff to young people ratios conform to BYC Safeguarding policy. • All staff briefed regarding risk assessment and control measures. • Contact details of parents held by leader and home/base contact. • All leaders carry mobile phones/communication device. • Contact numbers prominently displayed at the event. • First Aid to be provided by external organization. • All medication is kept secure and accessible only to leaders. • Itinerary and arrangements to be discussed with young people daily. • Leaders aware of the need to maintain ongoing dynamic 	2 x 2 = 4

			<p>risk assessment.</p> <ul style="list-style-type: none"> • Programme planned to avoid high risk situations. • BYC staff to wear identifiable clothing at all times. • Staff and delegates to wear name badges at all times. 	
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> <p>General trips, falls and access to electronic equipment</p>	<ul style="list-style-type: none"> • Delegates only have access to their corridors and rooms via keys. • BYC are aware where external delegates are on site and rooms, and have names, room numbers and dates they are on site. • They will use a name list of external guests to challenge any strangers near the accommodation not wearing event lanyards • BYC staff will increase patrols in blocks where external guests are staying • Toilets and bathroom facilities are self-contained in rooms. • Youth workers on each corridor where possible. • Local Authority workers briefed on bed time BYC policy and asked to enforce it with BYC staff. • Accommodation has external validation of standards. • Staff will conduct visual inspection of stairways, glass doors, electrical fittings etc. together with specific hazards in grounds or immediate surroundings. • Staff will check window security fittings to ensure young people cannot climb out. • 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 etc. • Group will be briefed to report any faulty items/dangerous equipment found. • At least 2 staff members will be on duty at all times, and will still supervise "free-time". • Young people will not be involved in catering/washing up unless the activity has been risk assessed and properly 	1 x 2 = 2


			supervised.	
Accommodation: illness and injuries	2 x 2 = 4	Lack of hygiene/ illness Night time tendencies (sleep walking etc) ~ injuries Special needs not adequately considered or accounted for accidents	<ul style="list-style-type: none"> • Staff will inspect and monitor washing facilities, lighting, heating, ventilation, catering etc. • Group will be briefed to wash hands regularly and especially before mealtimes. • BYC will ensure that appropriate information is gained from parents re. illnesses/ medical conditions, sleepwalking etc. • Suitable supervision will be arranged to meet needs of young people. • BYC staff will ensure that accommodation is safely accessible and suitable for all group members. 	1 x 2 = 2
Food related risks	3 x 3 = 9	Allergic reactions Food poisoning	<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. • External provider will be on site providing First Aid • 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	An existing condition worsens Delegate becomes seriously ill during the event	<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. 	
Risks to staff and	1 x 2 = 2	Haphazard storage of	<ul style="list-style-type: none"> • Materials tidied away in agreed area; safe place for bags 	

young people during workshops		<p>materials and equipment – risk of tripping over boxes, bags etc</p> <p>Manual handling – any lifting and shifting during room rearrangements) – hurting back, legs etc.</p> <p>Spilling hot drinks etc</p>	<p>etc agreed.</p> <ul style="list-style-type: none"> • 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. 	
Risks to staff and young people during evening entertainment	1 x 2 = 2	<p>Haphazard storage of materials and equipment – risk of tripping over boxes, bags etc</p> <p>Over excited crowds</p> <p>Injuries when dancing etc</p> <p>Spilling hot drinks etc</p>	<ul style="list-style-type: none"> • Materials tidied away in agreed area; safe place for bags etc agreed. • Campus security to be on hand. • High ratio of staff to be in catering areas to manage crowds. • Staff to be available outside of the evening entertainment to support those who do not want to be involved in main entertainment. • Participants to be discouraged from taking hot drinks into entertainment areas. 	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"> • 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 and evacuation	1 x 5 = 5	<p>Smoke inhalation, burns, or effects of panic during a fire</p>	<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. • 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. 	1 x 3 = 3

			<ul style="list-style-type: none"> • BYC staff 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. • Fire exits clearly labelled in venue. 	
Any chemicals or other substances hazardous to health e.g. dust or fumes	2 x 3 =6	Chemical skin burns Injury to eyes	<ul style="list-style-type: none"> • Venue to inform BYC staff of any possible substances in the near vicinity e.g. cleaning materials in flats. • Delegates briefed not to use them. 	2 x 2 = 4
Electric shocks and burns	2 x 3 = 6	DJ/ band, rented amplifier and electrical equipment Use of shared kitchens in flats Electric shock due to contact with water	<ul style="list-style-type: none"> • PAT testing guidance to be complied to • Any faulty equipment to be removed. • Flats are checked regularly by University staff. • Avoid use of extension leads. • Do not locate electrical equipment near water sources. • Music and PA systems to be kept at a reasonable level. 	2 x 2 = 4
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
Personal belongings being stolen	2 x 3 = 6	Risk of money being stolen Risk of staff or young people getting hurt in process of items being stolen	<ul style="list-style-type: none"> • 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 and during evening activities. 	2 x 2 = 4

Any vehicles on site; collision with pedestrians	2 x 2 = 4	There is traffic in some areas of campus	<ul style="list-style-type: none"> • Main programme and access routes are kept to pedestrian areas • Signs will be in place to direct participants and to make aware to passing through vehicles. • Car parks to be well lit. • Cars parked in car park only. • Delegates briefed about using caution when crossing roads. 	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"> • The majority of delegates will have no need to use these appliances as all food and refreshments will be available in the catering areas. • Sharp knives to be removed from kitchens. • Annual appliance safety testing. • Notices with instructions for safe use of appliances. 	2 x 2 = 4
Accommodation sharing. Same sex, opposite sex, adults with young people	4 x 3 = 12	<p>Late night groups spending time in single rooms or communal room</p> <p>Flats shared by opposite sex</p> <p>Flats shared by same sex</p> <p>Adults sharing flats with young people</p> <p>Young people of the same and opposite sex swapping rooms</p> <p>Risk of young people engaging in sexual intercourse under the age of consent</p>	<ul style="list-style-type: none"> • Strict curfew on bed times and lights out adhered to and monitored by BYC staff. • Same sex youth workers placed on the same corridors with young people to monitor bed times. • The majority of participants will be in their own single occupancy room. • External doors and windows secured against intrusion • If delegates lose keys, master key available from campus security. • Young people have emergency number to call during the night. • 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. 	2 x 3 = 6

		Games played getting out of control		
Assault (any)	2 x 2 = 2	<p>Risk of assault against/between young people and/or adult participants</p> <p>Danger to UKYP/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. • 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. 	2 x 1 = 2
Pandemic/Swine Flu	3 x 3 = 9	Risk of young people, staff, or support workers contracting and/or passing on swine flu.	<ul style="list-style-type: none"> • BYC staff will be responsible for any decision to cancel the residential and to report to BYC and their respective organisations. 	1 x 1 = 2
Risks during evening activities	2 x 2 = 4	<p>Young person getting lost, or otherwise “disappearing” from the group</p> <p>Trips or falls during evening activities</p> <p>Loss of personal belongings or pick pocketing</p>	<ul style="list-style-type: none"> • Young people asked not to leave the site. • Delegates to ensure safety of personal possessions. 	1 x 2 = 2
Risks during overnight accommodation	2 x 2 = 4	<p>Young person ill or homesick during the night</p> <p>Security of accommodation</p>	<ul style="list-style-type: none"> • Ensure that young people know who to contact in the event of illness or home sickness (duty mobile number available in programme and on back of name badge) • Ensure that contact details are readily available. 	2 x 1 = 2

		compromised	<ul style="list-style-type: none"> • Zoë Cumberland to discuss security issues with senior official at the University and that all those staying overnight are clear about and observe security precautions. 		
Name of person completing the risk assessment	Zoë Cumberland	Signature		Date	31 May 2016
Name of person reviewing risk assessment		Signature		Date	