

RISK ASSESSMENT

HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
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Pool	All Users	2	3	6	Cues to be held without risk to other users.	Ensure existing controls are met and review continuously.	All
					Any Users deliberately causing balls to fly off the table to be stopped from using it by a member of staff.		All
					Balls not to be thrown at any Time. Staff to supervise to ensure this doesn't happen.		All
					Adequate space to be provided around the table to prevent other club users being hit by cues.		All

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Drinks Cups	All Users	4	1	4	All cups to be washed in suitable hot water by Junior Leaders and put away at the end of each session.	First Friday of each month staff to inspect cups to ensure task is being carried out.	Jan

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Stairs	All Users	2	3	6	<p>Staff Member at top of stairs when children exiting building.</p> <p>No running on stairs at any time.</p> <p>If spillage on stairs to be cleaned as soon as noticed.</p> <p>Ensure existing controls are met and review continuously.</p>	Slippery Floor Sign to be displayed.	All

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Swing doors into hall	All users	2	2	4	<p>Normal practice - doors to be hooked open.</p> <p>If closed close staff supervision until new viewing panels installed.</p>	<p>Ask Council to provide viewing panels at an appropriate height for children.</p> <p>Ensure existing controls are met and review continuously.</p>	All

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Disco / Karioke	All Users	2	1	2	<p>Check if users suffer from epilepsy before using strobe of flashing lights.</p> <p>Electric Cables to be kept tidy and behind table.</p> <p>No trailing leaders for children and staff to trip over.</p> <p>Plugs and wiring to be checked for damage regularly.</p> <p>Correct fuses in plugs.</p>	<p>No child behind the disco unsupervised.</p> <p>Ensure existing controls are met and review continuously.</p>	<p>PW / DM</p> <p>PW</p> <p>PW</p> <p>PW</p> <p>PW</p>

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Darts	All users and spectators	2	2	4	<p>To be played under supervision of an adult.</p> <p>Only one child in throwing position at any one time.</p> <p>Throw line to be placed between spectators and darts throw line.</p> <p>No spectators to cross throw line without staff permission.</p> <p>Only 3 darts out at any one time.</p>	Ensure existing controls are met and review continuously.	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Iron	All users	2	1	2	<p>Iron to be used by children under close supervision in kitchen.</p> <p>Check flex before use.</p> <p>No trailing leads.</p> <p>Wiring inside plug to be checked once a term.</p> <p>Ensure correct fuse used.</p> <p>Remove children who don't listen to safety rules.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p> <p>No Coffee Bar staff in kitchen during activity.</p>	<p>All</p> <p>All</p> <p>All</p> <p>DM</p> <p>DM</p>

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Cooking	All users	2	1	2	<p>No more than 5 children in the kitchen at any one time. Supervise the activity closely</p> <p>Care when opening oven door to ensure no children near.</p> <p>Use oven glove to remove any hot utensils. Place on heat resistant surface away from children.</p> <p>Any saucepan handles turned away from edge so as not to be knocked off the cooker.</p> <p>Check Cooker turned off and clean at end of session.</p>	<p>Ensure coffee bar staff don't use kitchen during activity</p> <p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Heaters	All users	1	1	1	<p>Ensure guards cover all heaters during building check.</p> <p>If guards missing ensure heater turned off or isolate area from use.</p> <p>If guards damaged make safe or isolate area from use.</p> <p>Ensure no children stand on guards through good supervision.</p>	Report faults to RBC	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Wet Floor	All users	3	2	6	<p>Ensure no drinks taken into hall.</p> <p>Mop up spillages as soon as spotted.</p> <p>No running any time unless during a supervised activity.</p> <p>Ensure existing controls are met and review continuously.</p>	Slippery Floor Sign to be displayed.	All

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Walls							

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Seating	All users	2	2	4	<p>No children standing on seats</p> <p>Children standing on seats to be told to get down immediately when seen.</p> <p>No seats to be lifted up.</p>	<p>Damaged seats to be reported to RBC</p>	

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Tables	All Users	2	1	2	No children to sit or stand on tables. No child to move or tip up tables Area o be supervised		All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Hall Ceiling	All Users	2	2	4	Ceiling to be checked during Building Check Ball games – ball to be kept below head height.	Loose or broken tiles to be reported to RBC	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Video Camera	All users	1	2	2	<p>Electric Cables to be kept tidy and behind table.</p> <p>No trailing leaders for children and staff to trip over.</p> <p>Plugs and wiring to be checked for damage regularly.</p> <p>Correct fuses in plugs.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Football	All Users	3	2	6	<p>Ensure correct footwear</p> <p>Check floor for damage.</p> <p>Ensure no wild tackles</p> <p>Remove children who don't listen or comply with safety rules from the hall.</p> <p>No footballs above head height</p> <p>Ensure spectators do not encroach onto pitch</p> <p>Ensure goals erected and used safely.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Hockey	All Users	3	2	6	<p>Ensure correct footwear</p> <p>Check floor for damage.</p> <p>Ensure no sticks above waist height</p> <p>No hitting ball – just pushed.</p> <p>Remove children who don't listen or comply with safety rules from the hall.</p> <p>Ensure spectators do not encroach onto pitch</p> <p>Ensure goals erected and used safely.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Skipping	All Users	2	1	2	<p>Ensure correct footwear</p> <p>Ensure sensible number of people using skipping ropes at any one time.</p> <p>Only get out the number of ropes needed – others to be put away.</p> <p>No misuse of ropes – eg tying around children's waist</p> <p>No children running in hall</p> <p>Remove children who don't listen or comply with safety rules from the hall.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Skittles	All Users	2	1	4	<p>Ensure correct footwear</p> <p>Ensure sensible number of people playing at any one time.</p> <p>Spectators standing well back</p> <p>No children standing behind skittles</p> <p>Carpet put down safely so that children do not trip.</p> <p>No misuse of balls – eg being thrown too hard or in wrong direction</p> <p>Remove children who don't listen or comply with safety rules from the hall.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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Parachute							

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Bench Ball	All users	3	2	6	<p>Ensure correct footwear</p> <p>Check floor for damage.</p> <p>Ensure one child standing on a chair</p> <p>Check chair not broken before use</p> <p>Remove children who don't listen or comply with safety rules from the hall.</p> <p>Ensure spectators do not encroach onto pitch</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Dog and Bone	All Users	3	2	6	Ensure correct footwear Spectators stand a safe distance away Remove children who don't listen or comply with safety rules from the hall.	Good supervision Ensure existing controls are met and review continuously.	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
Face Painting	All Users	1	1	1	<p>Use materials that don't cause allergic reactions</p> <p>Make sure materials kept well supervised</p> <p>No child to carry out task.</p> <p>Make sure paint is kept securely</p> <p>Ensure eyes protected.</p> <p>Sensible amounts of paint applied.</p> <p>Remove children who don't listen to safety rules.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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HAZARD	To Whom	Frequency	Severity	Risk Rating	Existing Measures	Additional Measures	Staff member(s) responsible
General Art and Craft	All users	1	1	1	<p>Where skin contact use materials that don't cause allergic reactions</p> <p>Make sure materials kept well supervised</p> <p>No child to carry out task unsupervised.</p> <p>Scissors and any sharp instruments to be kept secure and well supervised during use.</p> <p>No splashing of paint or throwing or clay – children to be immediately stopped from activity.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

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Hair and Make up	All Users	2	2	4	<p>Use materials that don't cause allergic reactions</p> <p>Check with children to ensure they don't suffer from allergies</p> <p>Make sure materials kept well supervised</p> <p>Care near eyes.</p> <p>Ensure no children running near activity</p> <p>No child to carry out task unsupervised.</p> <p>Remove children who don't listen to safety rules.</p>	<p>Good supervision</p> <p>Ensure existing controls are met and review continuously.</p>	All

Comments