

Events: mASCot Children and Youth Clubs
Date: Sept 2019
Sites: Brighton Youth Centre, Portslade Village Centre, City Coast Centre, mASCot Centre
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Any totals of 4 (Probability x Severity) and above should be carefully monitored on site.

Work Activity / Item	Hazard	Who is at risk?	Preventative Action Existing control measures	PRO B 1-4	SEV 1-4	RISK P x S	Is the risk adequately controlled Yes / No
Kitchen Use	Kitchen equipment - cuts, shocks form electrical equipment, burns, scalds, food poisoning	Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> Kitchen not accessed by young people unsupervised 1:3 Ratio of adult to CYP during any food or drink preparation Trained First Aider always on premises Food hygiene procedure followed Sharp knives kept in drawer, 1:1 supervision if used with clear demonstration and instruction given beforehand. Attending parents/carers agreed responsibility for their own and 	1	3	3	Y

			their CYP's welfare and conduct				
Trips, slips falls, bumps, scratches in venue	Dangers from Bad light, steps, uneven flooring, obstructions from furniture or equipment	Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> • Venue will be adequately lit during club activity • Areas used by club members to be checked for trip or other injury hazards before arrivals and regularly during the course of each session • A walking only policy maintained for crowded areas • A clearly designated open area identified for running or active games 	2	2	4	Y

Hygiene	Inadequate toilet hand washing facilities, food poisoning	Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> Venue toilets checked for functioning facilities Inadequate facilities reported to venue manager At least one functioning toilet and sink is required, if this is not available to an adequate standard then the session will be closed Venue cups, plates and cutlery used is checked for cleanliness and washed if necessary before use and always after use Food hygiene procedure is followed during any food preparation 	1	2	2	Y
Transport	Injury from moving cars (car park/surrounding roads)	Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> CYP accompanied in and out of venue by parent carers Parent/carers briefed on parking situation, any dangerous nearby roads and the security of access between venue and outside. All venues used for primary aged children to be secure - no access to outside possible without adult assistance. 	1	4	4	Y

			<ul style="list-style-type: none"> Attending parents/carers agreed responsibility for their own and their CYP welfare, conduct and safety. 				
Staff/volunteer wellbeing	Stress - managing difficult behaviour, conflict, difficult disclosures	Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> Safeguarding procedure includes regular peer supervision and support for staff and volunteers Session leaders and support volunteers briefed in inclusion policy Clear safeguarding policy and procedure for any safeguarding issues Regular training for staff available as necessary eg around behaviour, group management and working with CYP Clear ground rules/conduct code for each club and its members 	1	2	2	Y

			<ul style="list-style-type: none"> Clear ethos of working towards resolution of any conflict 				
CYP club members wellbeing	Anxiety, melt-downs, sensory overload, emotional difficulties.	CYP	<ul style="list-style-type: none"> Designated quiet spaces, areas to run around and smaller break out areas Attendance numbers capped to limit sense of overcrowding Adult supervision of all the spaces and activities Parents and carers present during the sessions to support their CYP as required Information collected from parents at initial registration regarding management of CYP specific triggers or sensory issues mASCot ethos of acceptance and non-judgment regularly 	1	3	3	Y

			promoted during sessions				
Bullying, E Safety, Child protection		CYP	<ul style="list-style-type: none"> • Adult supervision in all areas • Bullying policy and procedure in place • E Safety policy and procedure in place • Safeguarding policy and procedure in place • Staff training across all aspects 	1	4	4	Y
Fire Safety		Club members - parents/CYP, staff volunteers	<ul style="list-style-type: none"> • Staff aware of fire evacuation procedure in each venue • Staff aware of fire alarms and extinguisher locations 	1	4	4	Y

Flight		CYP particularly younger children	<ul style="list-style-type: none"> • Venue for primary aged groups and events are secure • Staff and volunteers made aware of CYP's that are potential runners • Parent/carers made fully aware that they are responsible for their CYP • Older CYP that might be potential runners attending groups at non secure venues have 1:1 carers supporting them 	1	4	4	Y
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