



## **Risk Assessment for Youth Café – 01/07/2019**

### **Location:**

Brighter Futures

34 Wellington Road

Rhyl

Denbighshire

LL18 1BN

## **Key**

### Likelihood of risk

- 1 Very unlikely
- 2 Unlikely
- 3 Likely
- 4 Very Likely

### Severity of risk

- 1 Minor physical/mental injury requiring one-off intervention
- 2 Physical/mental injury requiring short-term intervention
- 3 Physical/mental injury requiring long-term intervention
- 4 Physical/mental injury that could result in death/life changing

Combined score High = 6 or more Moderate = 3 – 5 Low = less than 3

			Initial		How is the risk currently and intended to be managed	Managed		Final
Room	Risk	Who is at Risk?	Likely?	Severity		Likely?	Severity	Risk

Room	Risk	Who is at Risk?	Initial		How is the risk currently and intended to be managed	Managed		Final Risk
			Likely?	Severity		Likely?	Severity	
Ground floor and Yard	1) 'Horseplay' amongst young people including playfighting, resulting in personal injury, breakages to equipment, furniture or buildings e.g. windows	Mainly young people, with a lesser risk to staff and other visitors	4	3	1) Acceptable behavior agreement (Youth Café rules) set at the start of each year and displayed throughout the building. 2) Staff/volunteers present to minimise the opportunity for it and intervene as necessary. 3) Staff have mobile phones to contact emergency services and contact/s if need arises 4) Staff have radios to contact each other if need arises. 5) Staff have personal attack / distress alarms if need arises. 6) Staff have completed challenging behavior training. 7) First Aid kit accessible for staff in Kitchen, bar and office if need arise. 8) live CCTV installed to monitor premises. 9) DCC contacted to request external pedestrian barrier. 10) Drugs and Alcohol policy in place. 11) Peer leaders throughout the building to report issues to staff.	3	2	Moderate
	2) Bullying	Young people, with a lesser risk to staff and visitors	3	3	<i>See all four points above.</i> Anti bullying posters displayed. Anti bullying policy in place. Safeguarding posters displayed throughout.	3	2	Moderate

Room	Risk	Who is at Risk?	Initial		How is the risk currently and intended to be managed	Managed		Final Risk
			Likely?	Severity		Likely?	Severity	
	3) Fire - either accidentally or intentionally started. (Additional to FRA)	Young people, staff and visitors	3	4	1) No smoking in building will be enforced by staff. 2) A Fire drill will be conducted on a monthly basis. 4) Fire extinguishers are located throughout the building along with call points. 5) Staff have mobiles to contact 999 6) Staff to intervene if horseplay with equipment is seen.	2	2	Moderate
	4) Electrocution	Young people, staff and visitors	2	4	1) Staff aware of electrical supply on/off location. 2) Staff have access to first aid kits and mobile phones and landline for 999. 3) Electrical items to be PAT tested each year. 4) EICR every 5 years. Weekly visual inspections weekly by facility coordinator. 5) incoming supplies are all earth bonded.	1	4	Moderate
	5) Slip, trip or fall	Young people, staff and visitors	4	3	1) Staff to supervise young people 2) Staff to put up signs if floor becomes slippy/wet/muddy. 3) No trailing wires when using electrical items. 4) Keep tuck boxes under the counter. 5) Keep doors/walkways clear. 6) Warning signage installed where appropriate. 7) Near miss system in place. 8) designated eating and drinking area.	3	3	High
	6) Fingers trapped in doors etc.	Young people, staff and visitors	3	3	1) Staff to supervise young people and intervene if playing with doors 2) finger guards fitted where appropriate 3) Stairgates to restrict access used where appropriate.	2	3	Moderate

Room	Risk	Who is at Risk?	Initial		How is the risk currently and intended to be managed	Managed		Final Risk
			Likely?	Severity		Likely?	Severity	
	7) Chair stacks falling over	Young people, staff and visitors	3	3	1) Staff to ensure chairs are not stacked higher than 5. 2) Young people supervised to ensure they do not sit on chair stacks.	2	3	Moderate
	8) Lifting heavy leisure equipment and furniture inappropriately. Resulting in personal injury.	Young people, staff and visitors	3	3	1) Staff and YP to move heavy equipment at their own risk. 2) Heavy items e.g. table-tennis table, table football, setting up ordinary tables to be done with 2 persons minimum. 3) Manual handling training and processes to be followed. 4) Pool table trolley provided.	2	2	Moderate
Kitchen	1) Burns and other personal injury due to misuse of electrical equipment such as kettle, hot water boiler or cooker	Mainly young people with a lesser risk to staff and visitors	2	3	1) Young people to be supervised when in the kitchen. 2) Young people to be supervised during any cooking activities or when using the kettle or hot water. 3) There is a first aid box in the kitchen, fire blanket, burns kit and fire extinguishers. 4) staff are trained in fire safety.	1	3	Moderate
	2) Slipping over due to slippery floor due to spillages	Young people, staff and visitors	4	3	1) Staff and YP to clean any spillages immediately 2) If floor is cleaned a "keep off wet floor" should be displayed. 3) Flooring is R9 rated.	2	3	Moderate
Toilets and changing rooms	1) Slipping over due to flooding of toilet area - deliberate or due to blockage	Young people, staff and visitors	3	3	1) Staff to patrol area as part of supervising YP and the building 2) Staff to clean any spillages immediately 3) If floor is cleaned/wet a "keep off wet floor" should be displayed. 4) Soaps and cleaning products to be	2	3	Moderate

Room	Risk	Who is at Risk?	Initial		How is the risk currently and intended to be managed	Managed		Final Risk
			Likely?	Severity		Likely?	Severity	
Cleaning cupboard and COSHH locker	1) Personal injury due to misuse of chemicals used specifically for cleaning	Young people and staff	2	3	1) As the cleaning cupboard is upstairs and coshh locker outside, staff should ensure each is always locked. 2) Staff to ensure all coshh items return to storage after use. 3) COSHH training provided to staff	1	3	Low
Yard area 7 external	Slip, trip or fall	Young people, staff and visitors	4	3	1) Staff to patrol regularly 2) Staff to ensure good behaviour on site 3) Yard to be checked before each session for hazards	3	3	High
	Collision with a car	Young people, staff and visitors	4	4	1) DCC contacted to install pedestrian barrier 2) Sign to be displayed at entrance warning young people along with external signage warning drivers youth cafe is taking place. 3) Heavy opening main doors installed and magnetic locked internal to hinder children under 5.	2	4	High
	Climbing or falling off walls and raised areas	Young people mainly (expect after Gin consumption)	3	4	1) Staff to carry out regular patrols to ensure young people do not play on the walls or raised areas. 2) Signage installed (deterrents to be installed in Summer 2019).	2	4	High
Yard playground, basketball court (when completed)	Slip, trip or fall	Young people, staff and visitors	4	3	1) Staff to patrol regularly 2) Staff to ensure good behaviour on site with clear rules 3) Area to be checked before each session for hazards	3	3	High

## Youth Café | Pre session Health and Safety Checklist

Activity	Check
First aid kit and burns kits topped up	
Near miss and accident reports available	
mobile phones and radio charged and available	
All internal areas checked for safety	
Emergency exit routes checked (especially locks removed / unlocked)	
Rear area walk completed	
Wet floor signs accessible to be used as necessary	
ID cards, appropriate clothing and personal alarms with staff	
Toilet supplies checked and top-up is required	
Doors and walkways clear from obstructions	
Ensure no trailing wires	
Chairs to be stacked in 5s or less	
Manual handling processes to be followed for setting up equipment and tables and packing away	
Regular patrols of <ul style="list-style-type: none"><li data-bbox="108 846 213 880">• Yard</li><li data-bbox="108 887 240 920">• Toilets</li><li data-bbox="108 927 245 960">• Arcade</li><li data-bbox="108 967 252 1001">• Kitchen</li></ul> Constant supervision in the main room	

## **Volunteer Briefing**

Thank you for helping out at the Youth Café. In order to ensure that you and the young people attending have a safe evening we have put together this advice sheet. If you have any queries or concerns at any time, please speak to a member of staff:

### **Safeguarding**

Our regular volunteers over 18 have enhanced DBS checks. For infrequent volunteers/parents we ask that you stay within sight of another volunteer/leader in charge during the session. Please do not put yourself in a situation where you are alone with a young person. If you have any concerns about a young person or other volunteer, please discuss this immediately with one of the Safeguarding Officers 9thier details are on the STAY SAFE posters throughout the building.

### **Health and Safety**

We ensure that the young people and volunteers/staff are safe by providing supervision and a safe environment. Please help us to maintain this by:

- Not smoking and ensuring there are no matches/lighters allowed
- Preventing young people from rough horseplay
- Preventing young people from sitting on chair stacks
- Preventing young people from playing with doors
- Clearing up spills immediately and alerting the youth leaders
- Washing hands and using tongs if helping in the tuck shop
- Assisting with supervising the main room, kitchen, toilets, arcade and yard
- Ensuring heavy items are lifted by 2 persons in a safe sensible manner.

If you identify a hazard, please notify the leader in charge immediately.

**A first aid kit is located in the kitchen and main room if required.**

The electricity cut-off is in the corridor store (under the stairs). The water supply is also located in the store, the access code is C3075Y.

### **Setting up and packing away**

We set up the main room by bringing in games e.g. playstations; set up a tuck shop on the bar area and giving out equipment such as controllers from that bar. Please assist with setting up as directed by one of the staff. Some boxes and equipment is heavy, please follow the instructions on these items for manual handling processes.

### **Tuckshop**

We provide a range of sweet treats and drinks at the tuckshop. Please follow good food handling processes by washing your hands before touching sweets and using tongs provided. Recycling/rubbish should be kept separate from food whenever possible.

**Thank you again for your help.**