

Outside School	Vehicles parking and drop-off and not being aware of yp and yp not being aware of vehicles	YP	2	4	8	Make sure there are parking stewards who are well briefed and help facilitate safe drop-off and parking. Parking usher to high visual jacket					
All Spaces where set-up is required	Lifting and moving heavy equipment i.e. boxes, lights, etc.	Team and young leaders	2	2	4	Team to use correct technique to lift heavy objects (straight back, lift from legs). Leaders should only ask young people to move items, which are of suitable size and weight. Stop heavy lifting and rest. Seek first aider.					
School Reception Atrium	Unknown Adults joining	YP	2	3	6	Make sure that all coming have registered in advance. Have robust registration for those joining late. Can only enter the building via the school reception. All other doors will be shut.					
	Young People joining without a youth group	YP	3	2	6	Have a consent procedure in place and that we capture parental emergency details.					
All spaces	Trip and slip hazards	Everyone	2	4	8	Make sure venue is free from cables and keep Atrium area tidy. Secure cables down with either duct tape or wire cover.					
	Food Allergies	Team YP	2	4	8	Make sure food allergy info is available for refreshments.					

						No nuts to be served.					
Sports Hall and Atrium	Injuries from activities especially running, table tennis, basketball, 4 square etc.	everyone	2	3	6	<p>Try and limit running and have team monitoring table tennis to limit likelihood of accidental injuries from bats.</p> <p>Leader present in sports hall to monitor safety.</p> <p>Seek first aider if any injuries occur.</p>					
Theatre	Prayer Ministry	YP	2	3	6	Make sure only youth leaders pray for yp coming forward for prayer – these should be briefed and have a safe praying card.					
General	Safeguarding Disclosures	Yp / Team	2	3	6	<p>Make sure team are briefed on reporting safeguarding concerns that may be disclosed / noticed and make sure reporting lines are clear.</p> <p>Lanyards to have QR code to safeguarding/incident form.</p> <p>Concerns should go to Oli Deeks who will liaise with diocesan safeguarding team</p>					
The whole building	Fire.	everyone	2	3	5	<p>Visual inspection of fire escapes, alarms, equipment, meeting point and procedures.</p> <p>Ensure everyone is aware of their nearest fire exits and fire assembly point. A</p>					

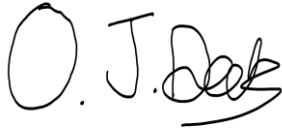
						<p>register will be taken to make sure everyone has assembled.</p> <p>Contact first aider. Call emergency services. Contact parents if deemed necessary.</p>					
Kitchen	Catering – food contamination and food allergy	everyone	2	3	5	<p>For food prep the leaders are to use the 'guide to safe and hygienic food preparation' – see attached booklet.</p> <p>Personal Hygiene Aprons are to be worn by the cooks. No nail varnish, jewellery or watches are to be worn. Hands will be washed thoroughly; before the start of the food prep, after handling raw food, after using cleaning chemicals, after handling rubbish, and after the toilet.</p> <p>Any cuts will be covered with a blue plaster. If any of the cooks have been unwell, e.g. diarrhoea, vomiting or nausea, then they will be asked not to cook.</p> <p>Food prep Each item of food will be probed before consumption (75 deg C), clean the probe once used with an antibacterial wipe before using again. Preparation surfaces will be cleaned before and after food prep,</p>					

						<p>cleaned with antibacterial sanitising spray.</p> <p>Hands will be washed thoroughly with soap and water before handling any food.</p> <p>Registration forms will indicate any food allergies.</p> <p>Leader to be present when serving food and packaging to be available to check allergies.</p> <p>See first aider; inform other leaders.</p>					
	Electrical Hazards	everyone	2	5	10	<p>Make sure all equipment is in good repair and that cables are not lose or frayed.</p>	<p>Ensure Tech team inspect cables and equipment, and that equipment is plugged in safely.</p> <p>Ensure all electrical equipment used to be PAT tested and in date.</p>	Tech & Worship Teams	1		
General	Misbehaviour which could lead to injuries.	yp	2	2	4	<p>Inappropriate behaviour will not be tolerated and young people are expected to comply with the rules.</p> <p>Give verbal warnings.</p>					

						<p>Ban the person from coming if they persist or do something dangerous.</p> <p>Contact parents/guardians if necessary.</p>					
General	Ratios of yp to leaders with an unsafe amount of yp	everyone	3	3	6	<p>The Leaders to young people ratio is 1 leader to every 10 young people. This ratio shall be always be adhered to.</p> <p>Count the amount of young people who come and cut off when reached limit.</p> <p>Have potential DBS leaders on standby.</p>					
Photos videos	<p>Complaints over use of photos / videos.</p> <p>Images taken without consent.</p>	Everyone	2	3	5	<p>When young people register, give those who have not consented a wrist band.</p> <p>Delete any photos or videos with young people that's don't have consent.</p> <p>Photos should be of back of heads unless consent is obtained.</p>					
Post-Event	Young People getting lost / wandering off / Leaving with strangers	YP	2	3	6	<p>Ensure car parking team and other leaders are on hand after event to keep an eye on collection of YP.</p> <p>Have a leader at reception.</p> <p>Don't allow parents/adults into the Atrium.</p>					

Prepared by: Oli Deeks

Date: 20th Sept 2024

A handwritten signature in black ink, appearing to read 'O. J. Deeks'. The signature is written in a cursive style with a horizontal line underneath the name.

Signed:

Checked by: Ali Etheridge

Date: 25th Sept 2024

Signed: