

Risk Assessment Template

ImagineNewmarket is a community organisation with charitable aims

Please complete a risk assessment for every activity undertaken @ Imagine.

Please pass the completed forms to administration for electronic storage.

Name of Assessor: Sue Martin **Assessor's Signature:** **Date**6.06.06.....

.....Event for 30- 35 children, aged from 4 – 11 years.

Architecture Week June 2006

Event at Tattersall's

Newmarket for 20 June 2006

Supervised and organised by Imagine Team for 30 – 35 children aged 4 – 11 years.

Schools to send children to Tattersall's with responsible adult who will carry the responsibility for their children throughout the day. Insurance cover to remain with the schools and with Tattersall's.

Activity/ Process/ Operation	What are the Hazards to Health and Safety?	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L
Access to Tattersall's High Flyers Workspace and Traffic arrangemen ts	Large open space, gravelled and with open wooden fencing surrounding the area. Gates are in place to enclose this area.	Cars in same area as the children. Gravel creates a hazard for children if they run and fall over. Wooden fencing can be easily crossed through.	M	Cones to be in place to separate the car parking and access area and to delineate space for children to use at the event. Sign for cars to park and to mark entrance to High Flyers.	L
Entrance			L	Adult	L

Work Space	Glass door into small foyer leading into event room.	Glass hazard.	L	helpers to wear ImagineNew market badges and some to wear site jackets at the start of the day re the car parking.	L
Outdoor facilities	Good area of approximately 200sq.m. Light and adequately ventilated.3 sets of doors to outside space. Circular tables and chairs available for use. Floor is non slippery.Care needed for any stones and sand brought into the building and slippage issues. Direct access to toilets and kitchen area.	3 Sets of doors to outside space Hazard to young children.	L H	Check for safety glass. Use 1 set of doors only for access, unless needed for ventilation.	L
	Electric sockets	Hazard to children	L	Ensure adult supervision on access to toilets, kitchen space and outside.	M
Lunch facilities	Paved area directly outside the workspace, ideal for using through the day and for putting up 'Wall of Ideas'. Some steps to gravelled area.		L M	Provide socket covers	L L

Toilets	<p>Area at side and back of workspace with 3 phase main.</p> <p>Grass area under trees to be used for play and for break times.</p>		M	<p>Tape off 3 phase area and also part of the wooden fence area to the side to delineate safe area for children.</p> <p>Grass area to be supervised as it is slightly away from Workspace.</p>	L
Non public access	<p>Lunches to be stored in large fridge. Access to kitchen through the day for drinks.</p> <p>Kitchen area is secure and not easily accessed by children. Lunch to be eaten either in the workspace or outside on the grass in the shade. Area under the trees and on the grass.</p> <p>1 male toilet with one separate pedestal unit</p>	<p>Awareness of privacy and accessibility and supervision.</p> <p>Ensure on the day that Tattersall's staff do not enter space with vehicles.</p>		<p>To request that children bring suitable clothes for sunny weather, including sun creams as appropriate, which will be applied by their own adults or by themselves.</p> <p>Adult to supervise access to kitchen serving area.</p>	

and adult
urinals.

1 Female adult
toilet.

1 Disabled
toilet

all with locks

No public
access to
workspace or
outside areas.

Boys to use
separate
toilet only
and to be
supervised(
as
appropriate
by
responsible
adult)

No toilet
doors to be
locked.

Girls to be
supervised
as above.

All adults to
use the
disabled
toilet which
will not be
used by
children.

Included on
the
teacher's
and team
briefing for
the event.

Area fenced
off.

NOTES :

Risk Assessment

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of your work. Once this is done, you will then be able to decide upon the most appropriate action to take to minimize the likelihood of anyone being hurt.

The aim is to prevent accident and illness. It is carried out by identifying risk and using appropriate control measures to minimize or eliminate the risk.

Risk Assessment of all activities is required by law.

Risk

The risk is essentially the likelihood of something happening. What if a glass bottle is dropped? - there is a risk that someone could be cut. How do we minimize the risk? - Using a suitable control measure.

Control Measures

Often the best control measures will start with the words DO NOT. Do not use a glass bottle. This will eliminate the risk altogether.

However, there are times when "do not" is not applicable. (All work risks can be eliminated by the phrase - do not do work!!

- not very practical advice.) You then aim to reduce the risk.

Ensure the bottle is packed in a box with enough packing material around it to prevent it from breaking; wear protective gloves when handling; the risk of cutting yourself on the bottle is reduced.

www.imaginewmarket.org.uk