



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: TY, SM, TS of ImagineNewmarket **Date undertaken:** 04.09.2007 **Venue:** King George V Hall, Newmarket.

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	What further action is needed to reduce the risk?
Sample	Sample	Sample		Sample		Sample
Open Day (Date & Time)	Insufficient adult - child ratio.	Volunteers, young people. Visitors.	H	Extra staff dedicated to event. Increased volunteer numbers. Revised cover rota for event.	L	Review event policy Discuss with Trustees.

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Sustainable Buildings Day 27th Sept 2007	Key ratio for this event?			Aiming for 1:2 OR 1:3		
Traffic arrangements	Parking bay at the front of the hall, running off Newmarket High Street.	Transmission of project pedestrians across the footpath into the Hall.	M	A badged and flagged <i>Imagine</i> steward on duty for arrivals and entrance, providing monitoring and guidance into the lobby area.	L	Make the management of the lobby area a co- ordinated process with the front of house/road steward.
Entrance	Dual doors into the hall space from the lobby.	Risk is the passage of attendees into the hall without the cognisance of the volunteer/staff team.	M	Set up a registration table, with enough volunteer team to manage the inward flow, signing up and badges for all participants. (Badges, anonymous, with the <i>Imagine</i> symbol for every attendee to make recognition easier)	L	Co-ordinate teams of volunteers first thing for lobby and roadside guidance.

Work Space	Side doors to hall	Designated fire exit – yet with immediate ‘crash’ access from main workspace.	M	Feature the fire doors in safety talk, opening address and action check-points with participants.	L	Make sure that the doors are closed appropriately, not propped open, siting the individual work groups in the space during the day away from the immediate door areas.
	Toilet access	Immediate access to separate appropriate facilities from inside the main space. Usual controlled access needed.	L	A confirmed check that no external access to facilities is available has been done. Doors labelled for the use of the children, with appropriate monitoring of access and egress by the nominated responsible adults.	L	None.
	Side lobby for stacked chair storage.	Hanging rack system for storage of chairs. Risk of falling.	H	Ensure that all chairs are floor mounted and spaced around the workspace by arrival time.	L	None
	Bar area	A separate bar area off the main space.	L	Ensure that the access door is locked during the entire session.	L	None
	Kitchen area	A door for access into the kitchen area off the main workspace.	M	Ensure that the door is signed ‘adults only’, with a dedicated volunteer team manning kitchen resources and activity through the day. Plastic glasses, no cutlery available etc. Follow usual best practice.	L	Squash and refreshments to be available on the open workspace/servery counter only.

Outdoor facilities	The site sites between two public footpaths. Risk access by non-group individuals.	Risks to project attendees.	H/M	Each 'play area' will be monitored by a responsible adult. (See below). Each passage point and access at the side of the building and access to the footpath at the rear of the site will be monitored by a responsible project adult.	L	Co-ordinate the 5 people needed to manage the access and passage areas at lunch time and beginning and end of the activity. Breaks to be rota driven similarly.
Lunch facilities	If the weather is fine and dry, then we will utilise outside spaces for lunch. If wet, there is adequate seating and tabling, in designated group areas, adjacent to the kitchen in the hall.	Passage risk externally around play areas.	H/M	As above, a dedicated responsible project adult will supervise the enclosed play areas. Similarly, responsible adults will be stationed at all gates and passage egresses to the site.	M/L	Organise dedicated adults appropriately at the start of the activity. Co-ordinate and monitor activity, if external lunch undertaken. Project to supply footballs, as last year, to support structured external play.
Toilets	As detailed above.	Signed and monitored as stated.	L	As above	L	
Non public access	As above, doors monitored and stewarded. External areas monitored.	Staffed and monitored as stated above.	M/L	As above.	M/L	Monitor and co-ordinate activity, as appropriate.

Additional spaces and comments. Enclosed play areas at rear of site...	Dogs, water and litter.	Areas are gated, cleaned and signed by Environmental Health Dept. of Forest Heath Council to their standards.		Ensure that <i>Imagine</i> child safety policies are exercised appropriately,.		
Identification of participating children,.	Lost children.	All activity participants to be uniformed and anonymously badged. Stewards and <i>Imagine</i> team to be clearly badged.		Ensure that <i>Imagine</i> Lost Child policy is deployed and understood. See notes below.		
Fire assembly points.	In case of fire.			Ensure during opening bulletin that everyone is aware of assembly points on the green spaces at rear, beyond the gated play areas.		

NOTES :

The *Imagine* project team is made up of a group of experienced head teachers, educationalists, community project professionals and childcare specialists.

This Newmarket event will be generously supported by the professional childcare team from *Little Angels*, Bury St. Edmunds. You can see how they deploy best practice, use of materials and the professional qualifications held on their website at www.littleangelsbury.co.uk

The educational/community project support is tendered to the project from SmithMartin Partnership LLP. Their website contains details and professional qualifications of their staff at www.smithmartinpartnership.com

A full range of *ImagineNewmarket* policies and recent activities can be found at www.imaginewmarket.org.uk

This risk assessment is designed to be in addition to the safety and risk measures deployed by The King George V Hall staff and management. Our activity will be delivered with full regard to the health and safety provisions of Newmarket Town Council.

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. Examples....

Hazard

A hazard is anything that may cause harm. Although they may not cause harm in one form, there is always a "what if....?".

Glass bottles can be considered a hazard. Normally they are fairly harmless - what if they are dropped?

Electricity is a hazard. Whilst properly contained it is safe, what if...?

Risk

The risk is essentially the likelihood of something happening. What if the 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