

Child Protection for Festivals and Events: Document 7 Example of a Risk Assessment Form

Project: SCDA Summer Camp 2007	Assessment date 30 March 2007
Participants: Young people aged 12-18	Assessor Samantha Ann Rankin

Task or activity	Hazards	Who may be affected	Likelihood of harm	Controls put in place	Final Risk
Pick up/drop off	Children arrive early/parents late	children	Could get lost, run over in the road, or abducted, could get cold and/ or wet	Volunteer in place from 1 hour before meeting time. Meeting point to be back from the road and large enough to be comfortable, and be able to provide some shelter from the elements. Volunteers stay till all accounted for.	Low
Bus to and from venue	Accident on way to or from venue	all	Injury or death	Bus company /bus vetted for high safety standards – seat belts etc.	Low
Residence	Group not alone in residence	Young people	Strangers/ unvetted individuals in contact with young people	All chaperones to have advanced disclosure checks, have high adult/child ratio, maintain supervision, especially in social areas after scheduled activities	Low/Medium
Residence	Sleeping accommodation	Young people	Sneaking out after lights out; boys and girls getting together; bullying; unknown adult coming into dorm	Behaviour contract; whistleblowing on bullying encouraged in start of camp talk; bed check at lights out; repeat bed check at midnight; all night patrol if problems occur. Perimeter will be patrolled by Broomlee security staff.	Medium
Workshop Activities	Physical nature of drama workshops	All participating in workshops	Bumps, bruises, sprains, pulled muscles, twisted wrists and ankles, cramps	First Aider on duty with mobile phone every day, schedule of first aiders on duty distributed to chaperones and workshop leaders	Medium
Cavalcade	Individuals getting lost or straying from the group, dehydration	All	Individuals getting lost or straying from the group, dehydration	Ensure a high chaperone to youth ratio. Each participant to be given a map of the route with street labels clearly marked and mobile number of chaperones on duty. Chaperones on duty to have mobile phones on and fully charged. Safe and accessible rendezvous points where lost individuals can meet a chaperone to be clearly marked on this map. Roll call to be taken before and after the cavalcade and headcounts to be taken at least twice during the event by two chaperones. All chaperones on duty to have a list of mobile numbers of participants and participants to have mobile phones on. All participants to be given bottles of cold water.	High (for staying from group) Low (dehydration)

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Task or activity	Hazard	Who may be affected	Likelihood of harm	Controls put in place	Final risk
General	Minor Injury, Fire, argument	All	Minor Injury, Fire, argument	All involved to be clearly briefed as to protocols in case of fire, injury, argument or any other incident. Information sheets on health and safety and information about fire exits to be clearly displayed in all areas. Rules and procedures to be clearly displayed in all areas. All to sign behaviour contract clearly stating rules and disciplinary procedures in plain language. All fire fighting equipment and fire exits to be checked before the event.	Medium (for minor injury) Low (for fire and argument)