

# Youth Club Management Committee Risk Assessment Policy

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The Management Committee of Chalgrove Youth Club recognises that the youth club building, programme and activities should be as safe as is reasonably possible. This includes identifying hazards and quantifying any associated risks.

The Management Committee will:

- identify the risk assessments to be undertaken and delegate the responsibility of carrying out those assessments to the Parish Clerk.
- Once risk assessments have been completed, preventative measures should be evaluated and improved, if necessary.
- Make sure volunteers are trained appropriately
- Make sure improvements to premises/activities/events/trips are made when needed

The delegated person will make sure that:

- Risk assessments are carried out at regular intervals and for all new activities

- The completed assessments are stored in the Health and Safety file
- Staffing ratios of leaders to young people are adequate and CRB checks are in place

## **Definitions:**

**HAZARD** – anything that can cause harm

**RISK** – the chances, high or low, someone will be harmed by a hazard

as a minimum it is suggested that Risk Assessments be carried out in respect of premises/activities/events/trips

**This policy was adopted at the Management Committee Meeting on: ..... (date)**

**On behalf of the Management Committee: ..... (signed)**

**This policy will be reviewed annually by the Management Committee**



# Risk Assessment Form

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Location/Activity:

Task:

Assessed by:

Date:

Signed:

## **The 5 Steps of Risk Assessment**

**STEP ONE** – Look for hazards

**STEP TWO** – Decide who might be harmed

**STEP THREE** – Evaluate the risks, decide if precautions are  
adequate or more should be done

**STEP FOUR** – Record findings

**STEP FIVE** – Review and revise as necessary

# Risk Assessment Record Form

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Potential Hazard	Who's at risk	Is risk High (H) or Low (L)	Safety Measures	Who's Responsible

Nearest phone:

Nearest Accident and Emergency Dept:

Fire Procedure: