**Department/Club/Society:**

**Event/Activity & Location: Date of Risk Assessment:**

**Date of Event/Activity: Completed by:**

Please look at the Risk Assessment Guidance Document before completing this form.

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| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Adults and volunteers and general public | Participants and volunteers, safeguarding concerns | * Briefing pre session to all volunteers- re Safeguarding, equipment and workspace.
* Contacting police if necessary
* Named person responsible for child protection on the day – Jenine Watt
* Children that can’t have their photographs taken to be given a sticker to wear
* All parents briefed that they are responsible for their own children throughout the event.
 | T-shirts provided for volunteers to wear  |  |  |  |
| Child Absconder | Children - getting lost, risk of fatality due to traffic. | * Volunteers briefed to look out for unsupervised children, particularly meeters and greeter
* Good staff to child ratio
* Unaccompanied children will not be allowed in.
* 1st Aider present at all times.
* Parents briefed that they are responsible for their children at all times
* All children signed in
* All Volunteers told how many children are present
* Volunteer in the entrance / exit at all times
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