



**St Mark's
College**

youth worker
resources

Risk Assessment Form

| | | | |
|---|------------------|-------------------|--|
| Date: (1) | Assessed by: (2) | Validated by: (3) | Location: (4) St Mark's College, Audley End |
| Task / premises: (5) Away weekend | | | |

| Activity (6) | Hazard (7) | Person(s) at risk (8) | Existing measures to control risk (9) | Risk rating (10) | Result (11) | Action plan (12) |
|------------------|-----------------------------------|-----------------------|---|------------------|-------------|------------------|
| Parental consent | Forged documentation | Workers | Carefully check parental/guardian signatures, if in doubt telephone parent/guardian | Low | T | |
| Gender dynamics | Adequate male/female leader ratio | Workers/young people | Ensure leader gender mix in relation to the group gender dynamic | Low | A | |
| Group size | Leader/young person ratio | Workers/young people | Ensure an adequate young person to adult ratio Two adults to work with a group | Low | A | |
| Travel in car | Insurance | Driver & passengers | Group leader to ensure insurance cover in place | Low | A | |
| Travel in car | Behaviour of passengers | Driver & passengers | Passengers to agree standards of behaviour in advance. Dangerous or distracting behaviour to be stopped by driver – stopping the vehicle if necessary Careful consideration of passenger mix. | Medium | A | |
| Travel in car | Party becoming lost | Driver & passengers | National roadmap or GPS to be carried in vehicle Directions to be provided by group leader Navigator's suitability and experience to be established before the journey | Medium | T | |
| Travel in car | Accident | Driver & passengers | Over 21s (with 2 years experience) only to drive vehicles. | High | A | |
| Travel in car | Travel sickness | Passengers | Sick bags & wet wipes | Medium | A | |
| Venue | Various | All | Site specific risk assessment to be carried out on arrival - record results | Unknown | U | |

| Activity (8) | Hazard (9) | Person(s) at risk (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) | Action plan (12) |
|------------------------|--------------------------|------------------------|--|------------------|-------------|------------------|
| General circulation | Becoming lost at venue | All | Establish rendezvous point with all members of the group. Group leader to keep note of mobile phone numbers. Operate a buddy system (individuals to stay in pairs) Clearly agree times for meeting back together. | High | A | |
| Safeguarding | Abuse | Young people | Group child protection policy Suitable adult/child ratios Suitable training for adult leaders Talk for young people on acceptable behaviour appropriate to age of young people Suitable leader/young person ratio Separation of sleeping/washing facilities | Low | T | |
| Sleeping accommodation | Use of drink or drugs | Young people | All YP to be made aware that alcohol, cigarettes and illegal drugs are forbidden on site. | Medium | A | |
| Sleeping accommodation | Generally messing around | Young people | At the parents evening, outline the kind of behaviour we expect to see whilst we are away | High | A | |
| Unsupervised time | Someone starts a fight | Young people | Discuss this with the other leaders & speak to the parent(s). Prepare disciplinary procedure in advance Consider sending young person home Issue warning | Low | A | |
| Personal issues | Homesickness | Young people | Talk to the young person about how they are feeling Consider speaking to parents and seeking their advice Provide access to a phone so they can call home | Low | A | |
| All | Medical emergency | Young people | Leaders must have access to carry / familiarise themselves with the 'parental consent form' that gives phone numbers / emergency numbers of young people Leaders should have access to a phone Ensure familiarisation with how to access site first aid staff to assist with emergency first aid treatment Ensure access to accident & emergency directions is available to all leaders | Low | A | |
| Activities | Various | Workers/young people | Specific risk assessments for activities (see St Mark's staff for details & copies) | Low | A | |

| Activity (8) | Hazard (9) | Person(s) at risk (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) | Action plan (12) |
|--------------------|--|------------------------|---|------------------|-------------|------------------|
| All | Illness | All | Where possible, establish the medical facts, and make sure all the leaders are aware of the situation. Call parents / Doctor as required. If the condition is serious, consider taking the YP home Re-evaluate the situation / check the 'patient' every 2 hours?? Seek support from St Mark's Staff | Low | A | |
| All | Asthma | All | Ensure all leaders know how to handle an asthma attack. Leaders should familiarise themselves with their 'parental consent form', this will indicate who is affected | Low | T | |
| Weather conditions | Sunburn | All | Have sun screen available | Low | A | |
| All | Something gets stolen or lost | Young people | Ask YP to keep their valuables at home If something gets lost or stolen, tell the parent / guardian when we return home | Low | A | |
| All | Family crisis at home | Young people | Discuss the issue with the parent / child and offer to take the YP home on train / taxi as required Identify the alternative ways to get home (bus, train - Audley End Station) | Low | A | |
| All | A leader is injured and requires hospital treatment | Leaders | Discuss with St Mark's team – see if one of their leaders can go with them to the hospital or act as a substitute leader for our group If the injury is not life threatening, the injured person may need to make their own way there (via taxi etc) Contact Senior Leader at home to keep him informed | Low | A | |
| All | Two leaders are injured and require hospital treatment | Leaders | Discuss with YFC team – we will need a substitute leader for our group Contact Senior Leader at home to keep them informed and warn that we might need someone to come out to us | Low | A | |
| All | Driver injured | Leaders & young people | Have emergency backup drivers available | Low | A | |
| All | Leader has family crisis | Leaders | Ensure ratio's allow for one leader to leave The leader will have to take the train home Keep YFC and Vicar informed | Low | A | |