

## YCF 2022 RISK ASSESSMENT

**See also:** Activity, tents and marquees, catering, dining hall, fire risk assessment for all buildings

Task / Area	Hazard	People Affected	Level of Risk Prior to Control Measures being put in Place.		Existing Risk Controls	Level of Risk After Control Measures in Place		Further Risk Controls / Actions Required
			Low / Medium / High Likelihood	Potential level of Injury		Likelihood	Likelihood	
Festival site	Lost Young People	Clients	Medium	High	<ul style="list-style-type: none"> <li>Lost person point at festival reception published at leaders briefings and on-site map</li> <li>Missing child procedures and emergency actions led by YMCA staff</li> <li>PA and radio station to support in site wide communications</li> <li>Young people the responsibility of group leader reinforced at leader briefings</li> </ul>	Low		
	Injuries	Staff / Volunteers / Clients	Medium	High	<ul style="list-style-type: none"> <li>All areas and activities risk assessed</li> <li>Leaders briefed on site hazards</li> <li>YMCA staff first aid trained and 24 hour first aid cover provided by external organisation</li> </ul>	Low		
	Inappropriate behaviour from young people	Staff / Volunteers / Clients	Medium	Low	<ul style="list-style-type: none"> <li>Incidents reported to festival reception</li> <li>Leaders briefings to set out behaviour expected</li> <li>Contact numbers for groups retained by festival reception</li> </ul>	Low		
Fireworks	Burns, parts falling from sky	Staff / Volunteers / Clients	High	High	<ul style="list-style-type: none"> <li>Approved company to provide firework display</li> <li>Fireworks viewing area to be barriered off in consultation with company on safe distances</li> <li>Fireworks team to be marshalling the barriers in high viz vests</li> <li>Fireworks team briefed on emergency actions and crowd control</li> <li>First aid cover present</li> </ul>	Low		
Crowds	Surging crowd, trample, crush injuries	Staff / Volunteers / Clients	Medium	High	<ul style="list-style-type: none"> <li>Avoid creating choke points and bottle necks</li> <li>Use of PA system to assist with information flow and crowd control</li> <li>Marshalls in use during peak periods to be briefed on emergency procedures and crowd control</li> <li>Marshalls to be in contact through radios and phones</li> </ul>	Low		

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Working with children	Child protection allegations and incidents	Staff / Volunteers / Clients	Low	High	<ul style="list-style-type: none"> <li>All YMCA staff to have completed safeguarding training</li> <li>Use of safer recruitment processes for staff recruitment</li> <li>Staff and volunteers to work together to ensure they do not put themselves at risk</li> <li>Festival reception promoted to all visitors, staff and volunteers as a central point for any queries or incidents</li> <li>All adults (group leaders, staff and volunteers) to be identified by uniform or badges, all adults not wearing this to be challenged</li> <li>Designated safeguarding officer identified throughout event</li> <li>Written safeguarding advice available at Festival reception</li> </ul>	Low
Car parking	Traffic collision, pedestrian hit by moving vehicle	Staff / Volunteers / Clients	Medium	High	<ul style="list-style-type: none"> <li>Car parking area with pedestrian walkways marked</li> <li>Car parking staff to wear hi viz jackets</li> <li>Car parking staff briefed on operational plan</li> <li>Car parking staff to have radio / phone contact with each other</li> <li>Barriers used to block pedestrian access</li> <li>Speed signage displayed</li> <li>Only service vehicles allowed on camping field.</li> </ul>	Low
Vehicles	Wet ground, getting stuck / skidding	Staff / Volunteers / Clients	Medium	Low	<ul style="list-style-type: none"> <li>Estates team to assess ground conditions and long range forecast when planning car parking areas</li> <li>Service vehicles available over the event to assist with moving vehicles</li> </ul>	Low
External providers	Child protection issues, use of safe equipment, sessions run in a safe manner	Clients	Medium	High	<ul style="list-style-type: none"> <li>External providers provide qualifications, risk assessments and insurance documents and are checked and filed by a member of staff</li> <li>External providers to adapt sessions to match weather conditions e.g. slippery underfoot</li> <li>All providers issued with safeguarding guidance and contact numbers for any concerns</li> <li>Provision of additional staff member / volunteer to be with external provider if they would be out of sight of staff / leaders with young people</li> </ul>	Low

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Festival set up	Pedestrian hit by moving vehicle, collision between moving vehicles/ vehicle and non moving object	Staff / Volunteers / Clients	Low	High	<ul style="list-style-type: none"> <li>External providers supply risk assessments including access, unloading and setting up on site</li> <li>Schools and groups made aware in advance of festival set up</li> <li>Timings agreed with external providers for access</li> </ul>	Low
Financial controls	Theft or injury	Staff	Low	Medium	<ul style="list-style-type: none"> <li>All cash takings to be held in till or cash box</li> <li>Excess cash to be moved to the main safe throughout the weekend</li> <li>Any movement of cash around site to be carried out with 2 people</li> <li>Safe takings to be minimised ahead of event</li> </ul>	Low
Infectious diseases	Transmission within festival	Staff / Volunteers / Clients	Medium	Medium	<ul style="list-style-type: none"> <li>Hand sanitiser available within all buildings</li> <li>All buildings to be well ventilated</li> <li>Signage around event spaces to remind everyone about good hygiene practices</li> <li>Recommendation to stay at home is experiencing symptoms</li> </ul>	Low
Non-regular activities	Inhalation of colour powder during opening ceremony	Staff / Volunteers / Clients	Medium	Low	<ul style="list-style-type: none"> <li>Non-toxic paint used during activity</li> <li>Activity advertised in advance for people to choose to take part</li> <li>Archway to be used as indicator attendees want to take part</li> </ul>	Low
	Injuries from falling archway or YCF letters	Staff / Volunteers / Clients	Low	Medium	<ul style="list-style-type: none"> <li>Letters to be installed by experienced YMCA staff</li> <li>Archway to be tethered in location with ropes and pegs</li> </ul>	Low
	Injuries from incorrect use of hired in activities	Staff / Volunteers / Clients	Low	Medium	<ul style="list-style-type: none"> <li>Activities such as giant inflatable and crazy golf to be delivered as per the provided risk assessments</li> <li>All activities to be staffed as per provided risk assessments and operational plans</li> </ul>	Low
	Injuries from incorrectly erected sports equipment	Staff / Volunteers / Clients	Low	Low	<ul style="list-style-type: none"> <li>Staff / Volunteers trained in how to set up, take down and store equipment correctly</li> </ul>	Low

Further Risk Controls / Actions to be implemented By \_\_\_\_\_ Date: n/a

We have made every effort to ensure that all risks have been accounted for as is reasonably possible to do so. There may be times where the situation/environment changes and as such a dynamic assessment needs to take place to ensure continued safety measures are implemented.

Assessor Name in Print: Jo Pike


Signed: 

Date: 12/06/2022



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Form Checked By	Name in Print: E. Akerman .	Signed: 	Date: 16.6.22
Review Date: 12/06/2023			