



## The Friendship Café - Risk Assessment Policy

Health and Safety law stipulates that Friendship Cafe (AKA 'FC' and includes the City Farm and Riding School, must carry out Risk Assessments for all areas of potential significant risk. It is Friendship Cafe policy that any person responsible for a activity (programmes, events, fundraising, office functions etc.) must ensure that a suitable and sufficient assessment of risk is completed by a competent person.

A Risk Assessment is 'An Analysis of the likely dangers and hazards of an activity, and the identification of appropriate controls to minimise them.'

In order that those staff responsible for such activities can comply with this policy Friendship Café commits to:

- Provide appropriate training to complete risk assessments.
- All senior managers will complete IOSH
- Brief staff during their Health and Safety Induction on the importance of Risk Assessments;
- Provide guidance from line manager on how to complete risk assessments

Friendship Café also has an obligation to ensure that all contractors/partner organisations/event organisers working on behalf of the organisation also carry out Risk Assessments for any activities involving our staff, volunteers or young people, or indeed the general public. Friendship Cafe staff must be satisfied that this is carried out by a suitably qualified and competent Health and Safety practitioner.

If at any time a member of staff or person affected by FC operations consider that there is a serious hazard in the workplace or a problem with the organisations safety measures this must be brought to the attention of their manager.

### **Who should carry out a risk assessment?**

Risk assessments are needed to keep the employees of FC safe and the young people FC works with. Therefore risk assessments need completing by:

- All managers on every role their employees carry out
- Managers when individual staff are pregnant to ensure no undue risk
- The lead worker before every activity with young people.

### When should a risk assessment be carried out?

Risk assessments should be completed/updated annually for job roles

Risk assessments should be complete/updated every time an activity is delivered to ensure no new risks

### Process of carrying out risk assessment

1. **Identify the hazards associated with the task.** Using knowledge of the task in hand and the area of work identify hazards (things with the potential to cause harm) which are evident and have not previously been eliminated or adequately controlled.
2. **Consequences** what are the consequences of the hazard, what would happen
3. **Identify the people and/or equipment at risk** Using your knowledge of people and the working area identify those who are likely to be present and any property which could be damaged should and incident or accident occur.
4. **Severity** what would the severity be if the hazard occurred
5. **Likelihood of Occurrence** Using the guidance provided and best judgement of the task etc... evaluate the likelihood of occurrence and record.
6. **Risk Rating** Using your best judgement evaluate the risk to define the risk factor (see guidance in the risk assessment proforma).
7. **Control** Identify and record the controls necessary to reduce the risk to the lowest practicable level, if in doubt seek advice from manager.
8. **Assessment** what level was the assessment see the guide

All completed risk assessments must be signed off by a line manager before an activity is undertaken. The following will be used as a guide.

<b>Unacceptable</b> Stop activity and make immediate improvements	<b>17 – 25</b>
<b>Tolerable</b> Look to improve within specified timescale	<b>10 – 16</b>
<b>Adequate</b> Look to improve at next review	<b>5 – 9</b>
<b>Acceptable</b>	<b>1 – 4</b>

No further action but ensure controls are maintained	
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### Friendship Cafe Risk Assessment

<b>Title:</b>	<b>Accommodation and Activities</b>	<b>Reference Number:</b>	
<b>Description of Activity:</b>	Use of residential accommodation and activities	<b>Assessment Date:</b>	21/11/18
		<b>Assessed by:</b>	imran
<b>Location(s):</b>	Biblins Campsite/Wilderness/Doghouse	<b>Approved by:</b>	
		<b>Review Date:</b>	
<b>Pregnancy:</b>	This assessment is sufficient to manage the risks to any member of the group who is pregnant.	Yes	
<b>Absconding:</b>	The risk and consequence of a young person absconding have been considered.	Yes	
<b>Public:</b>	Risks to members of the public including offensive behaviour have been considered.	Yes	
<b>3<sup>rd</sup> Party Assessments:</b>	Are third party's risk assessments relevant to this activity? These must be considered part of this risk assessment appended to this document.	Yes	

<b>Critical Hazards</b>	<b>Critical Controls</b>
<ul style="list-style-type: none"> <li>• Young people being out of the building</li> <li>• Road Traffic</li> <li>• Young people's behaviour including Physical or Verbal abuse from the public</li> <li>• Criminal actions</li> <li>• Different weather conditions</li> <li>• Smoking</li> </ul>	<ul style="list-style-type: none"> <li>• Activity briefing and safety discussion</li> <li>• Appropriate behaviour</li> <li>• Young people agree to stick to the rules and regulations of the organisation</li> <li>• Staff to challenge poor behaviour</li> <li>• Remove those that are a danger.</li> <li>• Horseplay is not to be tolerated</li> <li>• Young People Work in teams</li> <li>• Letting the Team Leader know who is going where</li> </ul>

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
1	Alcohol and Drugs	Risk to themselves and others Damage to equipment Can lead to unauthorised absence Mental and physical harm to themselves/others	All Ind	4	2	8	Brief team, informing them they must not use drugs or alcohol whilst in attendance. Team members to sign code of conduct. Staff to be observant of team member's behaviour differences looking for signs of substance use. Identify and assess anyone with a past problem – take any action needed. Any young person that does not agree with the rules and regulations will be sent home. Make it abundantly clear residential bedrooms are <b>NOT</b> to be locked, at any time, prior to and on arrival at the residential centre. In addition physically show the whole group the spare set keys so that they are totally clear. Follow this up by checking the doors prior to lights out with second member of staff.	A

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
2	Behavioural Difficulties	Physical injuries Emotional damage Risk of Retaliation from YP	All Ind Public	3	2	6	<p>Staff to be aware of team members issues and will monitor closely to prevent problems. Team to be briefed regarding safety, appropriate language and behaviour.</p> <p>Discuss personal boundaries</p> <p>Young people agree as a team to work together and stick to the rules and regulations of the organisation</p> <p>Provide supervision</p> <p>Challenge poor behaviour and remove those that are a danger.</p> <p>No horseplay.</p> <p>Make it abundantly clear residential bedrooms are <b>NOT</b> to be locked, at any time, prior to and on arrival at the residential centre. In addition physically show the whole group the spare set keys so that they are totally clear. Follow this up by checking the doors prior to lights out with second member of staff.</p>	A
3	Noise and space	Cause disturbance Verbal and physical disagreements. Lack of sleep may cause major injury the next day	All Ind	2	3	6	<p>Brief team and keep a check on noise levels so they do not get out of hand and disturb nearby residents, other team members or staff at night, this could have a knock on effect as the staff will not be safe to drive if they do not get sufficient sleep.</p> <p>Check with Team members that they are comfortable with the sleeping arrangements whilst on residential.</p>	A

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
4	Slips/Trips/Falls	Scrapes cuts Burses Broken/fractured bones	All Ind	2	2	4	Team to be briefed before start of any activities about personal health and safety, and their personal responsibilities. Team to monitor surroundings and space. Team members to report any accident/incidents to a member of staff and to be recorded in an accident book.	A
5	Adverse Weather Conditions	Dehydration Sun burn Exhaustion Slips trips and falls	All Ind	3	2	6	The weather forecast will be checked. Staff to advise young people on wearing protective lotions Young people to carry a drink with them Young people wear waterproofs, wear warm clothing Do Not do activity if weather is unsuitable.	A
6	Deep Water	Falling in Catching a cold Drowning	All	4	2	8	Ensure that all young people are wearing correct equipment. Staff need to ensure appropriate supervision of the team is given when the accommodation is near water. Provide supervision at all times during activities. No horseplay is to be tolerated.	A

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
7	Disease/ Medication	Infections Varyity of illness Contagious disease/illnesses Lack of medication control Other people taking medication	All Ind	3	1	3	Collect all information on all prescribed medication/health issues prior to the residential. All medication is stored with staff. Provide a safe place for the team member to take their medication. Ensure medication does not prevent an unacceptable risk whilst on residential. Monitor team members abilities once medication has been taken. Make it abundantly clear residential bedrooms are <b>NOT</b> to be locked, at any time, prior to and on arrival at the residential centre. In addition physically show the whole group the spare set keys so that they are totally clear. Follow this up by checking the doors prior to lights out with second member of staff.	A
8	Electrical Equipment	Over heating/charging causing fire Electrocution	All Ind	4	1	4	Brief Team on the safety of using electrical equipment whilst on residential. Brief team on what they can and can't use. Staff to check that accommodation checklist is satisfactory.	A

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
9	Fire Safety	Burns Unstable building Fumes Death	All Ind	5	2	10	Ensure that accommodation has fire safety checks and we are briefed on arrival. The team have been provided with a fire safety induction on arrival. Brief team that it is a no smoking building, advise of smoking area. Make it abundantly clear residential bedrooms are <b>NOT</b> to be locked, at any time, prior to and on arrival at the residential centre. In addition physically show the whole group the spare set keys so that they are totally clear. Follow this up by checking the doors prior to lights out with second member of staff.	A
1	Lone Working	No help assistants Unable to contact Lack of experience and understanding	All Ind	4	2	8	Contact Line Manager daily to inform of any issues/problems. Inform team members that you will have no choice but to return home if there are any problems whilst on residential Ensure enough staff are on residential so situation don't arise/ are handled appropriately.	A
1	Medical/First Aid Provision	Cuts Bruises Infections	All Ind	2	3	6	Ensure that a basic first aid kit is provided at all times. All staff to be first aid trained. Have emergency contact details to hand at all times. Ensure that the team are aware of where the first aid kit is kept.	A

No	Hazard	Consequence	Persons	(S)	(L)	Rate	Controls	Assessment
1	Sexual Contact	STD Pregnancy Arguments Disharmony within the group	All Ind	1	3	3	Ensure male and female team members are in separate bedrooms. Brief the team on sleeping in separate rooms Brief the team about appropriate and safe behaviour. Make it abundantly clear residential bedrooms are <b>NOT</b> to be locked, at any time, prior to and on arrival at the residential centre. In addition physically show the whole group the spare set keys so that they are totally clear. Follow this up by checking the doors prior to lights out with second member of staff.	A
1	Theft	Fighting Arguments Disharmony within the group	All Ind	2	1	2	Brief the team about leaving valuables and large amounts of cash at home. Remind the team and staff to check that accommodation is secure.	A
<b>Key to Persons at Risk</b>		<b>All</b> = all those on activity <b>Ind</b> = Individual directly engaged in activity		<b>Pub</b> = Members of Public				
<b>Key to Severity (S)</b>		Multiple death	5	<b>Key to Likelihood (L)</b>		Certain or imminent	5	
		Single death	4			Very likely	4	
		Major injury	3			Likely	3	
		Minor injury	2			May happen	2	
		Delay only	1			Unlikely	1	
<b>Key to Assessment:</b>		<b>T</b> = Trivial risk <b>A</b> = Adequately controlled <b>N</b> = Not adequately controlled <b>U</b> = Unable to decide, further information required						

Thank you to Young Gloucestershire for providing this template.