



Sen-Active Community Glow CIC Event Risk Assessment Form

PLEASE NOTE THAT ACTIVITIES IN RED ARE COMPULSORY FOR ALL EVENTS ALTHOUGH YOU CAN REVISE THE ACTIONS TO BE TAKEN ACCORDING TO THE SIZE/NATURE OF THE EVENT

Event Name:	Glow Event	Date:		Venue:	Raincliffe Sports Hall
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
SITE Roscoe Street	MANAGEMENT:-				
Public Entrance / Exit	Risk of injury at public entrance / exit	Glow attendees	Medium	Separate entrance / exit for young people into the hall which is closed. Entry supervised by identifiable volunteer with ability to summon assistance from the team if needed. First Aider on site.	Low

Emergency evacuation procedure	Fire; Terrorist attack; Storm	Glow attendees	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly point; marshals; and how the emergency services are contacted and by whom in the event of an emergency.	Medium
Very wet weather on the day	Public slip over; entrance floor wet inside	Glow attendees	Low	In the event of very wet weather on the day or day before, matting for wet shoes to be provided, ensure indoor area available for wet coats etc	Low
Care of children	Lost children	Glow attendees	High	Clearly identified "lost children" point at reception desk in sealed building that has a secure entrance/exit Identifiable staff member. Mobile system in place	Medium
Toilet provision	Not enough toilets	Glow attendees	Medium	Ensure enough toilets present at site for numbers attending. Use public toilets on site.	Low
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Glow attendees	Medium	Adequate First Aid cover Number of qualified First Aiders to be present for event = 1	Low
Car Parking	Injuries caused by moving vehicles outside	Glow attendees	Medium	Designated parking outside but parents need to collect children and ensure they are safe once they've exited the building. Car parking supervised by identifiable marshals wearing high visibility jackets carrying mobile radio to summon assistance from Team if needed. First Aiders on site. Specially designated area for disabled parking near the entrance.	Low

Litter	Litter or other debris generated by event	(Complaints from) Members of the public	Medium	Ensure that litter is collected and disposed of during and after the event by staff/volunteers Remove bags of collected litter from site	Low
Risk of fire	Burn or smoke injuries	Glow attendees especially those with disabilities and children / staff	Medium	Compulsory legal requirement: premise must have a Fire Risk Assessment which must include: <ul style="list-style-type: none"> - Identifying combustible materials and sources of ignition - Checking that the fire would be detected in a reasonable time and people warned - Checking that people including persons with disabilities who may be in the building/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring that there is adequate fire safety equipment and that it is maintained - Taking steps to remedy defects or deficiencies found 	Low
<u>ACTIVITIES:-</u>					
Face Painting	Allergy to paints	Glow attendees	Medium	Permission obtained from care givers: If child has allergy / skin condition then must not have face painted. Staff to ensure all parents/guardians sign form re no allergy/giving permission	Low

Catering – food / drink	Food poisoning	Glow attendees Staff / members of the public	Medium	Ensure all food is prepared in accordance with Food Hygiene standards and staff have appropriate Certificates etc. Food prep area located away from entry or exit points	Low
	Allergic reaction		Medium	Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
	Fire		Medium	Fire extinguishers mandatory in all food prep areas	Low
Children’s physical activities	Slipping / tripping / falling	Glow attendees	Medium	Inspect prior to activities to ensure flooring undamaged in activity area. Clear the area of any litter.	Low
Mini soccer / sensory activities	Football hitting person	Glow attendees	Medium	Small pitch, soft balls, control number of players at any one time, fully supervised	Low
	Sports injury		High	First aiders on site. Similar age groups play together	Medium
Crafting activities	Collapsing tables	Glow attendees	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods		Medium	Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc	Low

Music	Noise pollution	Local residents / Glow attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions	Low

Name of person completing Risk Assessment (printed):

Signature: Date: