



RISK ASSESSMENT FOR OFF-SITE ACTIVITY

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| Hazard issues associated with: | | TTOYL 2020 Alternate Programme | | Date: | 21/08/2020 |
| Activity: | Let's live it up at Littlehampton (11am – 5pm) | | Location: | Brighton/Portslade Train Station, Littlehampton (various locations) | |
| Assessment by: | Connor Pope | Signed: | Connor Pope | | Date: 11/08/2020 |
| Checked by: | David Ethern | Signed: | | | Date: 11/08/2020 |

| Hazard Anticipated harm to people | Groups numbers exposed to hazards | How the risk will be controlled Can hazard be: avoided (change activity); isolated (eg barrier); reduced (eg through knowledge/ protective equipment) etc | Risk Level Low / Medium / High | Monitoring / Post event review (incl. review date) |
|--------------------------------------|--------------------------------------|---|-----------------------------------|---|
| Locating meeting location | All | <ol style="list-style-type: none"> 1. Pre-defined meeting location to be given in booking info 2. Choice of Train Stations given for those traveling across city. Must indicate at time of booking. 3. Use map in confirmation email and booking page 4. Provide what-three-words location 5. Location point to be near public transport & safe parking location (for those using private transport) | Low | |
| Vehicle movement / walking around | All | <ol style="list-style-type: none"> 1. All to walk on paved areas and defined pedestrian walk ways 2. Adults to plan and use safe routes and crossing points when navigating the area. YP to walk and maintain good behaviour. Allow other pedestrians space. 3. Beware of cycle lanes and ensure all stay clear of these | Low | |
| Medical Incidents | All | <ol style="list-style-type: none"> 1. YP and adults to be fit and well (or medical issues known and planned for) 2. First Aid kit (including inhalers, epi-pens etc) and First Aider to be present & known 3. Separate risk assessment to be undertaken for YP/adults with specific disabilities or medical needs. 4. COMD precautions to be taken when treating patient (wash hands, use disposable gloves, face mask) | Low | |
| Child Protection (stranger danger) | YP | <ol style="list-style-type: none"> 1. YP to be adequately supervised at all times including using public toilets, shops, public areas, etc 2. Adults to have lists of YP in their group. (Check in at regular periods) 3. Boys may need to go into toilets in groups if no male member of staff/helper (and vice versa for girls) 4. YP to be taught sensible attitude towards strangers | Low | |
| Slips, trips, falls, bangs | All | <ol style="list-style-type: none"> 1. YP and adults to wear suitable footwear for the weather. 2. Adults to warn YP to be aware of dangers e.g. moving vehicles, animals, sea. 3. Appropriate levels of supervision and good behaviour to be maintained at all times | Low | |

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| Weather e.g. hypothermia, sun burn etc | All | <ol style="list-style-type: none"> 1. All to have suitable footwear and clothing including coats (wind, cold) 2. Hats and sun cream to be used as appropriate 3. Sufficient water to be taken/consumed 4. Weather forecast to be taken into account. Cancellation if wet weather – no alternative plan. | Low | |
| General | All | <ol style="list-style-type: none"> 1. Each member of staff to have working mobile phone 2. Emergency contact numbers to be taken and carried by supervising adults 3. Walkie talkie radios to be given to team members (with spare batteries) to ensure communication if issue with mobile phone network (lack of signal/outage) | Low | |
| Losing a YP | YP | <ol style="list-style-type: none"> 1. Registers taken / YP counted at appropriate points (e.g. moving location / at key intervals) 2. YP allocated to an adult who will be responsible for checking that all members of their group are present. Relevant behaviour information passed on to adult in charge of group 3. Rendezvous point(s) agreed with YP to go to if they find themselves lost 4. Adults to have mobile phones and numbers of key staff as appropriate 5. YP to have mobile numbers of key adults 6. YP to stay in groups with adult leader 7. YP and Team to know meeting point and time which they are required to return | Low | |
| Interacting with Public | All | <ol style="list-style-type: none"> 1. Limit interaction with general public and other groups as much as possible 2. Ensure all tasks do not encourage YP to partake in any dangerous activities (e.g. swimming, climbing walls or other objects) | Low | |
| Eating/ Drinking | All | <ol style="list-style-type: none"> 1. Food purchased from reputable location and to pass on any specific allergies etc for orders 2. No sharing of food or portions 3. Allergies – Each individual to be aware of allergies and intolerances and the food items they consume. Check with location if not sure of ingredients etc. | Low | |
| COVID-19 Infection | All | <ol style="list-style-type: none"> 1. Maintain social distancing as per government guidelines. 2m (1m plus [with precautions]) 2. All to remain socially distant to each other, and other groups 3. No physical contact or sharing of items (e.g. sports equipment) where possible 4. Encourage hand hygiene – hand sanitiser to be available 5. Activities to be arranged so that social distancing is possible | Low | |

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| Boating Lake / Drowning | All | <ol style="list-style-type: none"> 1. Use of boating lake to take place with adult supervision only 2. All to remain seated at all times 3. All to board and disembark at safe, specified locations as instructed by attraction staff 4. All to listen to and follow all safety instructions given by attraction staff | Medium | |
| Playground Equipment | All | <ol style="list-style-type: none"> 1. All users of equipment to follow any safety instructions visible at the equipment 2. Only use equipment that is open, and no not enter any restricted or cordoned off areas 3. All users only to use age appropriate equipment (i.e. adults not using or trying to fit in baby swings) | Low | |
| Café | All | <ol style="list-style-type: none"> 1. All YP using the café to be supervised by Team 2. Use of toilets to be in buddy system 3. Anyone purchasing food or drink items to be aware of potential allergens and seek advice from staff before consumption | Low | |
| Beach/ Sea Risk of drowning Pebbles/ Sand on beach | All | <ol style="list-style-type: none"> 1. No swimming to take place by YP. 2. Use of beach to be restricted and use of walkway to be planned route 3. Team to keep an eye on YP to ensure they are not using the beach or entering the sea 4. Only at pre-defined time and location, and with adult supervision are YP to be allowed to enter the sea (only to get feet wet, and not at a height above ankle height) 5. Risk of hot pebbles or sand. All to bring towels to sit on beach. 6. Risk of sand entering eyes if thrown, kicked-up or blown. Eye wash kits to be available in first aid kit. | Medium | |

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| Traveling by Train | | | | |
| <p>On train platform – Getting hit by a train as it arrives</p> <p>Falling from platform onto track</p> <p>Falling between train and platform</p> <p>Getting caught in automatic doors as it closes</p> <p>Being left behind on platform due to pressure of numbers on train</p> <p>Interacting with general public (COVID infection)</p> | All | <ol style="list-style-type: none"> 1. Team will ensure that traveling party remains in an orderly group, standing well back from the edge of the platform until the train is stationary 2. YP to be briefed about waiting well back from the platform line (well behind the yellow line) and allowing other train users to disembark the train before they board 3. Team to supervise and be appropriately positioned on the platform for effective supervision of group 4. Only Team member to be allowed to open the train doors to either board or leave the train, and young people to be briefed accordingly 5. Team to ensure that boarding and disembarking the train is carefully supervised by a team member in an orderly manner 6. Warn all Team and YP about the risk of the train and the gap from the platform edge 7. Team to be the first and last to enter when boarding, and first and last to leave when disembarking 8. Team members to prepare contingency plan if the train is overcrowded and some of the group can not board the train due to pressure of numbers 9. All to travel in same carriage where possible, but separated into groups with team members to travel in different carriages if required (seating space and social distancing) 10. All to wear face covering as required in line with government guidelines 11. Groups to separate from other groups or individuals of the general public 12. Team member to remain with group of assigned YP if they become separated from main group | Medium | |
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| Traveling by Train | | | | |
| Falls if train suddenly stops, slows, or has collision | All | <ol style="list-style-type: none"> 1. All group members to be briefed to stay seated, wherever possible, during the journey 2. Team to sit at separate locations amongst the group to maintain good order and sensible behaviour 3. A team member will be positioned at each end of the overall group to give permission/be aware when individuals leave the group to go to the toilet | Medium | |

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| Falls from train, out of train doors Hit by luggage falling from rack above | | <ol style="list-style-type: none"> YP to be given particular instructions not to lean out of windows or to open or touch any exterior doors If a major emergency occurs that requires the train to stop, a leader will notify the OBS or pull the emergency lever/alarm, if considered necessary Leaders will check that all luggage is stored securely, and that heavy items are placed, wherever possible, on low racks at the designated location on the train carriage YP to will be instructed to remain in their seats whilst train is at visiting stations | | |
| Confrontation (attack/abuse) with a member of public | All | <ol style="list-style-type: none"> All to maintain social distancing in line with government guidelines YP to remain in pairs, groups or buddy systems at all times, including visits to toilets If group members have to stand on crowded trains leaders will try to shield group from other passengers If group members have to stand on crowded trains group members will be briefed how to reach if they are touched inappropriately by others | Low | |