

Risk Assessment

This risk assessment focuses on general activities and the environment that are applicable to a wide range of activities taking place at Rye Youth Zone. We carry out activity-specific risk assessments for activities not listed below.



1. Hazard Identification

Activity/Area	Hazard	Risk	Who is at Risk	Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Further Actions/Notes
General Activities (e.g., sports, arts, games)	Trips, slips, and falls	Minor to serious injury	Young people, staff, visitors	<ul style="list-style-type: none"> - Ensure safe, clear walkways. - Provide adequate lighting. - Ensure staff are trained in first aid. - Perform regular checks of equipment and spaces. 	2	3	6	Regular monitoring of activity areas. Ensure safety procedures are communicated to all participants.
Physical Sports & Activities (e.g., football, basketball)	Sprains, fractures, and collisions	Injury	Young people, staff, volunteers	<ul style="list-style-type: none"> - Pre-activity warm-up and stretching. - Appropriate protective gear (e.g., helmets, pads). - Proper supervision during activities. 	3	4	12	First aid kit readily available. Consider limiting group sizes for higher-risk sports.
Arts and Crafts (e.g., painting, cutting)	Cuts, burns, and allergic reactions	Minor to moderate injury	Young people, staff	<ul style="list-style-type: none"> - Supervision at all times. - Use non-toxic materials. - Safe handling of tools and equipment. - Provide instructions for safe usage. 	2	3	6	Check for potential allergies. Ensure clean-up protocols are in place.

Activity/Area	Hazard	Risk	Who is at Risk	Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Further Actions/Notes
Food and Drink (e.g., kettle, oven, cooking sessions, crockery, knives)	Burns, scalds, choking, cuts	Injury, illness	Young people, staff	<ul style="list-style-type: none"> - Close supervision in the kitchen by an adult. - Safe cooking equipment and instructions. - Awareness of food allergies and dietary restrictions. 	2	4	8	Provide clear instructions and training on safe handling.
Trips and Excursions (e.g., day trips)	Traffic accidents, loss of child	Serious injury, distress	Young people, staff	<ul style="list-style-type: none"> - Parental consent forms. - Clear communication with participants. - Staff-to-child ratio appropriate to activity. - Emergency contact details on hand. 	3	5	15	Emergency plan in place. Detailed risk assessments for each trip.
Emergency Evacuation (e.g., fire or evacuation)	Burns, injury from panic	Serious injury	All participants	<ul style="list-style-type: none"> - Regular fire drills. - Clear signage for exits. - Accessible fire extinguishers and first aid kits. - Trained staff in emergency procedures. 	2	5	10	Review evacuation plans regularly. Ensure everyone is aware of procedures.
Youth Club Building (e.g., hallways, rooms)	Obstructions, wet floors, rugs, electric heaters	Trips, falls, burns, fire	Young people, staff, visitors	<ul style="list-style-type: none"> - Regular checks for hazards (e.g., spills, obstructions). - Cleaning and drying of floors as necessary. - Adequate lighting, - Remove portable heaters during the session 	2	3	6	Daily inspections of public spaces. Training for staff on hazard identification.

Activity/Area	Hazard	Risk	Who is at Risk	Control Measures	Likelihood (L)	Severity (S)	Risk Rating (LxS)	Further Actions/Notes
Equipment (e.g., gym equipment, computers)	Malfunction, electrical hazards	Injury, electrical shock	Young people, staff	- Regular equipment checks. - Safety switches for electrical items. - Clear instructions on usage.	2	4	8	Training for staff on safe equipment operation.
Mental Health and Well-being (e.g., group activities, emotional support)	Stress, bullying, anxiety	Emotional distress	Young people	- Staff trained in safeguarding and emotional support. - Safe, inclusive environment. - Policies on bullying prevention and intervention.	3	3	9	Regular well-being check-ins with youth. Confidential support services available.

2. Emergency Procedures

- **Fire:** Fire exits are clearly marked, and fire drills are conducted regularly.
- **First Aid:** A fully stocked first aid kit is always available. At least one member of staff is first-aid trained during all activities.
- **Child Protection:** Safeguarding policies are in place. All staff and volunteers undergo background checks, and there are clear procedures for reporting and managing safeguarding concerns.
- **Lost Child:** In case of a lost child, all staff follow the "lost child" procedure, ensuring that the area is searched immediately and parents/guardians are contacted.

3. Additional Notes

- **Staff Training:** All staff and volunteers should receive regular training in safeguarding, first aid, and risk management.
- **Parental Consent:** Parental consent forms must be signed for certain activities (e.g., trips, physical activities, food sessions).
- **Accident Reporting:** All accidents, no matter how minor, must be reported to the Youth Zone manager and documented in the accident log.

Risk Ratings Key:

- **Likelihood (L):**

- 1 = Rare
- 2 = Unlikely
- 3 = Possible
- 4 = Likely
- 5 = Very Likely

- **Severity (S):**

- 1 = Minor injury (no treatment required)
- 2 = Moderate injury (first aid required)
- 3 = Major injury (hospital treatment required)
- 4 = Serious injury (life-threatening or permanent damage)
- 5 = Fatality

- **Risk Rating:**

- Multiply Likelihood and Severity (LxS).
- 1–6 = Low Risk
- 7–12 = Medium Risk
- 13–25 = High Risk (needs immediate attention)

Review

This Risk Assessment will be adapted for specific activities, risks, or facilities within **Rye Youth Zone**. It be reviewed annually and updated as necessary to reflect changes in law and safety regulations, as well as in the activities, operations and staff of RYZ.

Approved by Sophie Thorpe and Caroline Drummond (RYZ Directors)

Date 8th of January 2025

Last review: 8th of January 2025

Next review: 8th of January 2026

Contacts details

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