

Risk Assessment – Club or District Meeting



Event / activity name:	Club or District Meeting	Assessment date:	23.11.2023	Review date:	
Areas being assessed:	Named venue	Assessor(s) name:			

Introduction to the Event/Activity

This risk assessment covers the use of a selected conference room for weekly/monthly YFC Club or District Meetings.

Although the venue is not owned by the club, this assessment considers the risks associated with using the venue including the use of electrical equipment which is brought in by the YFC committee such as laptops and data projectors.

The venue has usually been used many times in the past and suitable and sufficient automatic fire detection and alarm and escape lighting are present, installed by the management of the venue.

The event usually lasts for 3 hours and takes place in the evening and comprises of Club Committee members and YFC members, some of whom are under the age of 18.

Activities Assessed as part of this Risk Assessment:

- Car park access and pedestrian safety
- Use of electrical appliances
- Fire Safety Management
- Use and handling of provided equipment
- Manual handling
- Extremes of temperature
- Child safeguarding
- Violence and aggression
- Slips, trips or falls

The Safe Operating Procedure Protocol for General Event / Meetings must be followed and used in association with this document.

Where this activity is part of an event, please refer to the General Event Risk Assessment for general site risks including traffic management, siting of marquees etc.

In addition to the inherent hazards and dangers of the activities have you considered:

- The environmental conditions?
- The Premises/Site conditions?
- The weather?
- The age, knowledge and experience of the attendees?

Important Reminder

First Aiders:

Nearest hospital:

What3words:

What are the hazards?	Who could be harmed and how?	What are the control measures already in place?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Impact, crushing in relation to vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<ul style="list-style-type: none"> Adequate lighting in car parking area, pedestrian walkways and all rooms and corridors in venue. Entry door clearly visible from car park. Suitable number of spaces and marked parking bays. Car park surface maintained to be as even as possible. Parking spaces for visitors with disabilities available next to venue entrance. Junior members should not be left to play in the car park and should be supervised when parents come to collect them at the end of the meeting. Members and visitors are requested to park safely and not to block neighbours' gates or the roads. Members are requested to smoke or vape outside in the designated smoking area of the car park. 	Medium	<ul style="list-style-type: none"> Surface in car park to be inspected by the person opening up the venue and information passed on to the management of the venue so that action can be taken. 			
Electrical hazards	Users risk electric shocks or burns from faulty equipment or installation.	<ul style="list-style-type: none"> Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. Information of latest PAT test clearly displayed on all electrical equipment. 	Low	<ul style="list-style-type: none"> Remind users that portable equipment considered unsafe should be marked and taken out of use. Venue users should ask venue management to show them where the fuse box is and how to switch supply off in an emergency. 			
Fire safety	If trapped, venue users could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Club Chairman/Club Leaders to check that all emergency exits are clear and to be familiar with emergency escape procedures Club Chairman/Club Leaders to check with venue with regards to fire extinguishers, escape routes, assembly points etc. Most venues have suitable escape route signage and lighting and a suitably maintained automatic fire 	Low	<ul style="list-style-type: none"> The Fire risk assessment which should have been undertaken by the venue manager should be provided to the chair of the meeting upon request. 			

		<p>detection and alarm system.</p> <ul style="list-style-type: none"> All members will be requested to not run down corridors and respect the furniture (ie not climb on equipment). Where the building has an access lift, members will be requested not to play with this and ensure it is available for correct use by less abled people. The Club/District Officers/Leaders will be responsible for opening and securing the building at the end of the evening. During an evacuation procedure, the Club Chairman and Club Leaders should complete a head count and liaise with the emergency services. 					
Stored equipment and falling objects	Users could be injured by collapsing objects.	<ul style="list-style-type: none"> Tables and chairs stored and stacked carefully to prevent collapse. 	Low	<ul style="list-style-type: none"> No further action needed. 			
	All users could be at risk from injury, such as fall from a chair, due to damaged or faulty seating equipment / tables.	<ul style="list-style-type: none"> Broken chairs or equipment not to be used and put to one side. Sensible visual checks are carried out on equipment before it is used. 	Low	<ul style="list-style-type: none"> Management of the venue need to be told about the broken equipment so it can be taken out of use. 			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	<ul style="list-style-type: none"> Trolleys available to move heavy equipment and users know where they are kept. 	Low	<ul style="list-style-type: none"> The trolley should be visually checked for defects before being used. The trolley should be maintained to a safe standard. 			
High & low temperature and adverse environmental conditions	Users of the venue may suffer from dehydration, nausea or sickness. Alternatively, they may suffer from cold conditions.	<ul style="list-style-type: none"> Heating levels are suitable for the size of the room Room is suitably ventilated. 	Low	<ul style="list-style-type: none"> No further action needed 			

Hazards in relation to young persons (Child Safety issues)	Anyone under the age of 18 could be at risk from a range of issues.	<ul style="list-style-type: none"> ■ YFYFC Safeguarding Policy is in place and implemented correctly. ■ Arrangements for transporting members under the age of 18 are in accordance with the YFC safeguarding policy. ■ Lead responsible person clearly identified before event takes place. ■ Younger members are looked after and their welfare considered. ■ Club Officers and Club Leaders have undertaken the e-safeguarding training. ■ Club Officers and Club Leaders have been DBS checked. ■ The Club/District Officers/Leaders will be responsible for ensuring members are appropriately behaved and supervised during club or district meetings. The venue furniture should be respected (ie no feet on tables). ■ During YFC meetings club/district officers and leaders should have access to a fully charged mobile phone in the event of contacting the emergency services. 	Low	<ul style="list-style-type: none"> ■ YFYFC responsible for reviewing the Safeguarding Policy. 			
Threatening behaviour during meetings	Committee members and YFC members could suffer stress and/or injury from assaults, threats and abuse from other members.	<ul style="list-style-type: none"> ■ All incidents recorded in the incident book and reported to County Office. ■ There are a minimal number of topics which could cause disagreements. ■ YFYFC Safeguarding policy is in place for working with young persons under the age of 18. 	Low	<ul style="list-style-type: none"> ■ Club Chairman and Club Leaders should be trained in coping with disputes and communication skills. 			
Slips, trips and falls	Users of the venue and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	<ul style="list-style-type: none"> ■ Car park surface maintained to be as even as possible. ■ Parking spaces for visitors with disabilities available next to venue entrance. ■ Good lighting in car park and all rooms and corridors in venue. ■ Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is 	Low	<ul style="list-style-type: none"> ■ Surface in car park to be inspected by the person opening up the venue and information passed on to the management of the venue so that action can be taken. 			

		<ul style="list-style-type: none"> kept. ■ Mats at entrances to stop rain water being carried in. ■ No storage in corridors. ■ No trailing electrical leads/cables. 					
Hygiene	Toilet and kitchen areas	<ul style="list-style-type: none"> ■ The Club/District Officers/Leaders are responsible for ensuring that members respect the toilet facilities and that they are checked at the end of the evening, taps turned off etc. ■ The venue is responsible for ensuring all approved cleaning products are locked away and access is limited. 	Low	<ul style="list-style-type: none"> ■ Any plumbing issues to be reported to the venue management. The stop tap should be turned off in an emergency. 			
Venue specific hazards	TBC	<ul style="list-style-type: none"> ■ If your club or district have specific hazards at your venue, these will need identifying and the risks minimising. 		<ul style="list-style-type: none"> ■ TBC 			
Activities	All attendees	<ul style="list-style-type: none"> ■ Each activity should be risk assessment by the Club Chairman and Club Leaders and any prevention measures put in place. ■ A separate risk assessment should be written for each activity. 	Low	<ul style="list-style-type: none"> ■ Additional risk assessments should be reviewed regularly. 			