

GENERAL RISK ASSESSMENT FORM

For recording general risk assessments in all Departments, except Fundraising Events for which there is a separate form.
 The signed hard copy of the completed form should be kept on file at the workplace. Services should store an electronic version in their Health and Safety Workgroup folder in their area of Livelink.

[LINK to Holidays, Trips and Activities Guidance](#)

[Link to General Risk Assessment Guidance](#)

[Link to CS General Risk Assessment Checklist](#)

Office, Service, Shop or Group: Tavistock Area Children's Centre			Region/Nation: South West		Date(s) of Activity: 18-08-2011	
Activity Details: OUTREACH – Princetown Play/Activity Park			Number of Service Users: 20 plus		Number of Workers: 3 plus	
Assessor: Victoria and Maggi Calvert		Job Title: Play Leader's	Assessment Date: 03-06-2011		Next Review Date: June 2012	
Dates of Previous Reviews:						
Responsible Manager: Jenny Coleman		Signed:	Senior Manager:		Signed:	

SEVERITY OF HARM/LOSS	→ Superficial	Minor	Major	Death/Catastrophic
LIKELIHOOD				
Very Likely	Medium Risk	Medium Risk	High Risk	High Risk
Likely	Low Risk	Low Risk	Medium Risk	High Risk
Remote	Insignificant Risk	Insignificant Risk	Insignificant Risk	Low Risk

Risk Acceptable	Risk Level to be Reduced if Reasonably Practicable	Unacceptable Risk
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Hazards <small>Affecting people and/or property</small>	People/Property <small>Who or what might be harmed?</small>	Current Controls <small>What is in place at the present time?</small>	Severity <small>Select from Matrix above</small>	Likelihood <small>Select from Matrix above</small>	Risk Level <small>Given by Matrix. Use To Prioritise</small>	Additional Controls Needed <small>If extra controls are needed please provide action plan for putting in place</small>
Lost children	Children	Some exits from the park are gated.	Death/Catastrophic	Remote	Low risk	Action:- <ul style="list-style-type: none"> Registers will be taken at the beginning of the event All children to be accompanied by their carer, We will set up centrally Signs will be displayed informing Parent/carers that their child/ren is their responsibility A designated 'Lost Child Collection Point' will be established at the beginning of the event. By Whom:- Staff and attending adults By When:- At all times

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Insect bites/stings, minor falls etc	Children, Adults & staff		Minor	likely	Low risk	Action:- <ul style="list-style-type: none"> • Staff are first aid trained • A First Aid box will be kept in the van/under the gazebo • All staff will be carrying mobile phones in order to summon assistance as appropriate • Signs will be displayed informing Parent/carers that their child/ren is their responsibility By Whom:- Staff and attending adults By When:- At all times
Dog faeces, litter etc	Children, Adults & staff	TACC staff have contacted a representative from the Parish Council to get permission to use the area, they are made aware that it is a play event for families with children.	minor	remote	Low risk	Action:- <ul style="list-style-type: none"> • CC Staff will check the area before the event/session begins • Gloves and litter bags are kept in the van and taken to events/sessions to remove any hazards as appropriate • Signs will be displayed informing Parent/carers that their child/ren is their responsibility By Whom:- Staff and attending adults By When:- At all times
Heat stroke/dehydration	Adults and children	Shade can be found around the area, service users are free to arrive and leave when they want to.	Minor	Remote	Low risk	Action:- <ul style="list-style-type: none"> • Heat wave information available • Water and cups will be available for rehydration • High Factor Sun Screen is available for free and for carer's to use at their own discretion. By Whom:- Children's Centre Staff By When:- At All times

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Road/Car park	Children, Adults & staff	Fence and gate between field and road. One gateway does not have a gate.	Death/Catastrophic	Remote	Low Risk	Action:- <ul style="list-style-type: none"> • The parish council have plans to put a gate in the open gateway by the end of June. • We will set up centrally so there is a clear view of all boundaries and we are at the furthest point from all boundaries as much as possible • Signs will be displayed informing Parent/carers that their child/ren is their responsibility By Whom:- Staff and attending adults By When:- At all times
Play area with play equipment / Debris Some safety surfaces are broken or uneven.	Children, Adults & staff	TACC staff have contacted a representative from the Parish Council to get permission to use the area, they are made aware that it is a play event for families with children. There are safety surfaces beneath all play equipment.	Major	Likely	Medium	Action:- <ul style="list-style-type: none"> • We will set up centrally so there is a clear view of all boundaries and we are at the furthest point from all boundaries as much as possible • The Park is being tidied and H&S checked before a opening ceremony on June 25th • Staff will check play equipment and safety surfaces on the day of the event • Signs will be displayed informing Parent/carers that their child/ren is their responsibility By Whom:- Staff and attending adults By When:- At all times

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Uneven surface	Children, Adults & staff		Minor	Likely	Low Risk	Action:- <ul style="list-style-type: none"> • We will set up centrally where the ground is more level and verbally make people aware, as much as possible, of the uneven area. • Signs will be displayed informing Parent/carers that their child/ren is their responsibility By Whom:- Staff and attending adults By When:- At all times
Required Level of Provision for First Aid: Children's Centre Staff will provide a First Aid kit for Supervised use by parent/carers. All staff carry mobile phones to call for appropriate assistance. Staff are First Aid trained.						
Summary of Supervision Arrangements/Marshalling Ratios: A minimum of 3 Cc staff will attend. All adults (Parent/carers) have and will be advised that all children attending the event are their responsibility at all times.						
Persons Informed of Results of Risk Assessment: All Tavistock Area Children's Centre Staff. Completed Risk Assessment will be in the session folder at the Outreach event A copy of the RA will be sent to the Parish Council for their information						
Controls incorporated into local safety rules for the workplace Policy Guidance & Template YES/NO/NA						
Do any persons have individual risk assessments to be read in conjunction with this general risk assessment? YES/NO						
Have appropriate due diligence checks been carried out on external activity/service provider(s) or venue(s)? Guidance YES/NO/NA						
If yes, were the checks satisfactory? YES/NO						
Other Comments/Information:						