

Leeds University Union

Risk Assessment - General

Name of Group		Outdoor Mix		Date of Assessment	23.09.2011
Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action required	
Abuse of children/young people	Children and young people	All volunteers are approved – have provided two references, have a clear CRB disclosure form that has been checked by Action and have attended an induction. Volunteers must never be in a one-on-one situation with a child/young person (this is monitored by project coordinators and volunteers). Volunteers are aware, from child protection training and the briefing, in cases of disclosure they must tell the project coordinators.	None, guidance is outlined in volunteer briefing.	Project coordinators to do behaviour management training	
Children/young people going missing on the trip	Children/young people by getting lost.	Minimum of 2:3 volunteer to child/young person ratio at all times. Project coordinators will adopt a register system agreed with volunteers such as calling numbers and project coordinators will be in charge of this. Keep children/young people in sight at all times. There will be 1 extra volunteer in case of emergency or a child having to be taken home, so ratios can be maintained at all times	None	Project coordinators to do behaviour management training	
Bad Behaviour	Children/young people could harm each other or	Project coordinators are trained in behaviour management and will advise		Project coordinators to do behaviour management training	

Carried out by

B. Woods *MBerry*

Review Date

1

Leeds University Union

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Travelling – minibus accident	Everyone from dangers on roads.	Take a first aid kit in each vehicle. Project coordinators to carry emergency contact number, next of kin contact information and a mobile phone for children and volunteers and to know where the nearest hospital is. Ring emergency number 999 or 112. Find a different form of transport including taxis to take children/young people back to the union if necessary. Ring hire company and ensure they'll send a rescue vehicle	none
Travelling- minibus breakdown	Everyone by dangers on roads.	Vacate mini-bus and take everyone to safe area. Find a different form of transport including taxis to take children/young people back to the union if necessary. Ring hire company and ensure they'll send a rescue vehicle. Take foil Blankets.	Get foil and blankets
Night time	Children. Incident occurs during the night whilst volunteers are sleeping	Have two designated night supervisors with their door propped open. Girls and boys in separate bedrooms. Tell the children where volunteers are sleeping in case they need them. Ensure children are settled before volunteers go to bed.	None
Administering Medication	Anyone who needs medication	All the children's medication will be given to project coordinators in a locked bag, and administered only by project coordinators according to instructions given by parent/carer unless stated the child administers it themselves.	None
Extreme emotional upset	children	Project coordinators to ensure consent form assessed for any potential triggers and management of outbursts and then try to avoid situations which will trigger them. Try to have a quiet area	None

		for children to calm down away from other children. In extreme cases if they can't be calmed down they may have to go home.	
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Note: Project coordinators for 2011-12 are Natalie Parry and Bryony Woods