**Croydon Loves You 2025: Risk Assessment Template**

Please note, this template is offered as a guide to creating risk assessments for your activity, in the case that you need support. Applicants are not asked to submit risk assessments with their application. Grantees are not required or expected to use this format for their own risk assessments (though all activity should have an appropriate risk assessment carried out as part of planning).

**Activity Title:** [Insert the name of the activity here, e.g., Children's Storytelling Workshop, Adult Watercolour Painting Class, or Photography Exhibition]

**Location:** [Specify location, e.g., Children's Library: Meeting Room, or United Church Activity Hall & Kitchen]

**Date(s) & Time(s):** [Insert Date(s) and Time(s) of Activity]

**Assessor Name:** [Your Name]

**Assessment Date:** [Date of Assessment]

**Review Date:** [Date for Reviewing the Assessment; Note: assessments for ongoing work with no changes should be reviewed at least every 6 months. You should carry out a new assessment before the start of any new activity or when changes occur to your ongoing work (this includes a change in location, starting work with a new participant group, or changing the content or structure of your activity). If further risks are identified or near misses occur during the course of your usual activity, you should always update your risk assessment immediately rather than waiting until the Review Date listed here.]

**1. Description of Activity:**

[Provide a brief description of the activity, including the materials used, the target audience (e.g., age range), and the planned content. Be specific. For example: "This activity is a children's craft workshop where participants aged 5-10 will be making bird feeders using pine cones, peanut butter, seeds, and string. Supervision will be provided by two artists and one volunteer."]

**2. Hazard Identification:**

Complete the table to consider all possible hazards and how you will mitigate, or make them safe. The table here includes examples of the type of hazards you may need to think about for your activity. This list is not exhaustive and you will need to carefully think through all aspects of your activity, participant group and space; some hazards may not be relevant to your work and can be deleted. Add more rows as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who Might be Harmed?** | **Likelihood of occurring****(Low, Medium or High)** | **Potential harm if occurs****(Low, Medium or High)** | **Existing Control Measures** | **Additional Control Measures Required?** | **Action By (Name/Role)** | **Completion Date** |
| **Slips, Trips, and Falls (e.g., spilled liquids, trailing wires, uneven floors)** | Participants, Staff, Volunteers, Audiences, Visitors |  |  | [Describe existing controls, e.g., Clear signage, regular cleaning, cord management] | [List any additional measures, e.g., Ensure adequate lighting, Secure loose rugs, Provide non-slip mats] |  |  |
| **Manual Handling (e.g., moving heavy boxes of materials, setting up furniture)** | Staff, Volunteers |  |  | [Describe existing controls, e.g., Training on safe lifting techniques, Use of trolleys] | [List any additional measures, e.g., Request assistance for heavy lifting, Provide appropriate lifting equipment] |  |  |
| **Cuts and Abrasions (e.g., from scissors, craft knives, sharp edges)** | Participants, Staff, Volunteers |  |  | [Describe existing controls, e.g., Provision of safety scissors, Supervision of tool use] | [List any additional measures, e.g., Provide cut-resistant gloves, Ensure sharp tools are properly stored] |  |  |
| **Burns (e.g., from hot glue guns, kettles)** | Participants, Staff, Volunteers |  |  | [Describe existing controls, e.g., Supervised use of hot glue guns, Kettle kept in designated area] | [List any additional measures, e.g., Use low-temperature glue guns, Provide heat-resistant mats] |  |  |
| **Allergic Reactions (e.g., to paints, glue, materials)** | Participants, Staff, Volunteers |  |  | [Describe existing controls, e.g., Use of hypoallergenic materials] | [List any additional measures, e.g., Ask participants about allergies beforehand] |  |  |
| **Choking Hazards (e.g., small craft items)** | Participants (especially young children) |  |  | [Describe existing controls, e.g., Supervision of young children, Age-appropriate materials] | [List any additional measures, e.g., Ensure small parts are kept out of reach of young children, Provide clear warnings about choking hazards] |  |  |
| **Fire (e.g., from faulty electrical equipment, candles)** | Participants, Staff, Volunteers, Audiences, Visitors |  |  | [Describe existing controls, e.g., Fire extinguishers, Smoke alarms, Emergency exits] | [List any additional measures, e.g., Check electrical equipment regularly, Ensure clear fire evacuation procedures in place] |  |  |
| **Infection Control (e.g., from shared materials, bodily fluids)** | Participants, Staff, Volunteers |  |  | [Describe existing controls, e.g., Hand sanitiser available, Cleaning of shared equipment] | [List any additional measures, e.g., Provide disposable gloves, Ensure adequate ventilation] |  |  |
| **Behavioural Issues (e.g., disruptive or aggressive behaviour)** | Participants, Staff, Volunteers, Audiences, Visitors |  |  | [Describe existing controls, e.g., Staff training on behaviour management] | [List any additional measures, e.g., Have a clear code of conduct, Designate a staff member to handle behavioural issues] |  |  |
| **First Aid (e.g., minor injuries)** | Participants, Staff, Volunteers, Audiences, Visitors |  |  | [Describe existing controls, e.g., First aid kit available, Trained first aider on staff] | [List any additional measures, e.g., Ensure first aid kit is adequate, Provide training to additional staff members] |  |  |
| **Safeguarding (e.g., a child is lost, a staff member has a concern a child is experiencing abuse)**  | Participants, Staff, Volunteers |  |  | [Describe existing controls, e.g., Safeguarding Policy & Procedure, Staff training] | [List any additional measures, e.g., Include team briefings to ensure all staff are aware of relevant risks, Remind staff of Code of Conduct] |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Once completed, you should consider whether hazards that have a medium or high chance of occurring and/or a medium or high potential for harm if they were to occur, have been made safe enough to go forward with your activity as planned.

**3. Emergency Procedures:**

[Describe the procedures to be followed in case of an emergency, such as fire, accident, or medical emergency. Include contact details for emergency services and key staff in the building you are using.]

**4. Staff Training:**

[Outline the training provided to staff and volunteers involved in the activity, including risk assessment awareness, first aid, and emergency procedures.]

**5. Communication:**

[Describe how information about risks and control measures will be communicated to participants, staff, and volunteers.]

**6. Monitoring and Review:**

[State how the effectiveness of the risk assessment and control measures will be monitored and reviewed.]

**7. Declaration:**

I have assessed the risks associated with this activity and have implemented the control measures outlined above to minimise the potential for harm.

**Signed:**

**Date:**

**Always remember to:**

* **Consult with other people in the space or project as needed.** This especially includes venues or partners you are working with to ensure your policies and procedures align.
* **Keep the risk assessment up-to-date and review it regularly.**
* **Ensure all staff and volunteers involved in the activity are aware of the risks and control measures in place, and any duties or responsibilities they hold in reducing or monitoring risks.**