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| **Name of activity, event, and location** | **Celebrating Success 2024, Parr Hall, Warrington** | **Date of risk assessment** | **22/10/2024** | **Name of person doing this risk assessment** | **Charly O’Brien**  **Nigel Flatman**  **Phil Cooper** |
| **Date of next review** | **October 2025** |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  What has changed that needs to be thought about and controlled? |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  adult volunteers,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment, or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you are doing or even **stop** the activity.  This is a suitable place to add comments which will be used as part of the review*.* |
| Risk of injury at public entrance / exit | young people,  adult volunteers,  visitors | Use of a professional event venue, with capacity for 1,001 people.  Entrance / exit allows for easy access for people with mobility issues.  Entrance supervised by identifiable volunteers.  Volunteers with First Response First Aid training. In addition to Parr Hall Front of House Staff, who are First Aid trained.  Competent volunteers from Cheshire Scouts Event Team only to erect gazebos, signage, and study tables. | Decision taken during post pandemic to relocate event registration to outside the foyer, to allow for separate desks for each District. Young people are also now seated in the auditorium, rather than held backstage. |
| Pinch points; Over-crowding.  Potential conflict re-entry to event | young people,  adult volunteers,  visitors | Use of a professional event venue, with capacity for 1,001 people.  Appropriate number of identifiable volunteers on site.  Cheshire Scouts Event Team have radio system.  Event volunteers fully briefed prior to event and on arrival. |  |
| Minor injuries – general accidents requiring first aid | young people,  adult volunteers,  visitors | Volunteers with First Response First Aid training. In addition to Parr Hall Front of House Staff, who are First Aid trained.  Decibel to be kept to a sensible level. Ensure full compliance with all Noise/Music conditions (CDC). Services of Sound Tech Staff provided for event. |  |
| Slip/ trip falls | young people,  adult volunteers,  visitors | Use of Steps / Stage Treads.  Any cables are taped in place.  Brief young people on risk of tripping on steps beforehand. |  |
| Fire, triggering emergency evacuation procedure | young people,  adult volunteers,  visitors | Pyramid and Parr Hall have procedures in place for emergency evacuation  Safety Briefing for all to include familiarisation with methods of egress; designated assembly point.  Cheshire Scouts Event Team and Parr Hall Front of House Staff act as Marshals  Register taken.  Fire Risk Assessment in place for Pyramid and Parr Hall.  No-one will leave until all clear is given. |  |
| Poor Organisation |  | The Event has a single person in charge.  The venue is clearly signed.  Recipients are checked in.  Parents/Carers are told in advance where the venue is and when to arrive. |  |

Do not forget, as part of your programme planning, you should have contingency activities in reserve just in case you cannot do what was planned or you need to stop halfway through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.