

CHURCH OF SCOTLAND - TYNE VALLEY PARISH

HOLIDAY CLUB 2023 - RISK ASSESSEMENT

Event being Assessed	TVP Holiday Club 2023	Organisation	Church of Scotland TVP
Date of Assessment	16 May 2023	Planned Review Date	16 May 2024
Name of Assessor(s)	Audrey Grahame Health & Safety Administrator Holiday Club Lead Team	Position(s)	HSA HC Lead Team
Lead Team Notes & Sign Off	16 May 2023 TVP Kirk Session 18 May 2023 TVP Board		
Signed	Louise Spencer	Date	
Signed	David Richardson	Date	
Signed	Carrie Bennett	Date	
Signed		Date	

Risk No.	What are the hazards?	Who might be harmed?	What is the Risk?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed?
1	Co-vid 19	Leaders Volunteers Participants	Infection Illness	Under current Covid-19 Pandemic Guidance - recognise that children, leaders and volunteers no longer need to physically distance. However Leaders and Volunteers will take due care in enclosed spaces. PPE provided - face masks will be available for those who are required or wish to wear this aid. Hand sanitiser will be available.	Normally Five groups with: Max 8 children in each group (40) Two/Three leaders per group 21 leaders including: Main Team Leaders Group Leaders Volunteers/Young Leaders Total of: 61 this may vary slightly each year. Engaging with young people externally presents a low risk. In the event of internal session, good ventilation must be in place and due care taken when interacting.	Team Leaders HSA	Pre event organising. Daily throughout the event Revisit in line with CofS and Scottish Gov Websites	May 2023

				<p>Disposable gloves will be available.</p> <p>Realistically minimise multi touch items.</p> <p>Emergency Covid-19 Box available at all times.</p>	<p>All PPE keep stocked up, throughout the event.</p> <p>This will reduce hand touching/ transfer of germs.</p> <p>First Aider and all leaders will be made aware where this is held.</p>			
2	Extreme weather conditions for external activities	Leaders Volunteers Participants	<p>Cold, Sunburn, Fainting, Respiratory illness.</p> <p>Debris on ground. Falling branches/trees.</p>	<p>Appropriate clothing. Skin protection advised. Trained First Aider with First Aid Kit. Weather Checks pre session.</p>	<p>Risk assessment on the day to decide if the session must be cancelled.</p>	Leaders	Pre/during session	May 2023
3	Traffic, busy road, car parks	Leaders Volunteers Participants Parents/guardians driving to and from event and parking vehicles	<p>Car collision Physical/fatal injury</p>	<p>Be familiar with the local environment in particular car park ensure activities are conducted in a safe place.</p> <p>Mobile phone charged and available with emergency numbers.</p> <p>Accident reporting procedure in place.</p>	<p>Trained First Aider available at all times with First Aid Kit</p>	Leaders	Pre/during session	May 2023
4	Robbery of personal possessions	Leaders Volunteers Participants	<p>Minimal - Possessions taken to sessions</p>	<p>Minimise the carrying of personal possessions of value and worth. Awareness of keeping safe, not working alone and keeping together as a group at all times. Become familiar with the area</p>	<p>Be aware of current and reliable information and intelligence on the area.</p> <p>Use Police and community liaison.</p>	Leaders	Pre session/ongoing	May 2023

				<p>in daylight, identify safe places to go. Mobile phone charged and available with emergency numbers. Public breaching boundaries.</p>				
5	Verbal threats and intimidation from groups of other young people or individuals	Leaders Volunteers Participants	Minimal	<p>Leaders will act quickly and accordingly to diffuse the situation should it arise. Leaders and volunteers will be vigilant to possible situations arising and act quickly to diffuse.</p>	Supervision, briefing at leaders meetings will be given.	Leaders	Pre and during session	May 2023
6	Physical attacks from group of other young people or individuals	Leaders Volunteers Participants	Minimal	<p>Leaders will act quickly and accordingly to diffuse the situation should it arise. Leaders and volunteers will be vigilant to possible situations arising and act quickly to diffuse.</p>	Supervision, briefing at leaders meetings will be given.	Leaders	Pre and during session	May 2023
7	Emotional stress	Leaders Volunteers Participants	Anxiety and depression Particularly post lockdown	<p>Pre planning for sessions and post debriefs. Regular Team Meetings. Share success stories to help build team moral. Team Leaders and Volunteers available at all times to assist when needed.</p>	Supervision, encouragement, honesty during debriefing.	Leaders	Pre and during session	May 2023
8	Animal Attacks	Leaders Volunteers Participants	Physical Injury and Trauma	<p>Immediately report dog attack/s to Police. Reporting phone numbers and mobile phone carried/charged at all times. Accident reporting procedure in place.</p>	<p>Leaders would report incident to Police. Leaders would take immediate action if medical aid was required. TVP Accident Reporting Log to be used if required.</p>	Leaders	During a session	May 2023
9	Slips, trips and falls	Leaders Volunteers Participants	Physical Injury	<p>All advised to wear appropriate footwear and clothing for event – external or internal.</p>	<p>Reports of hazards/potential hazards to Leaders. TVP Accident Reporting Log to be used if required.</p>	Leaders	Pre session walk around and during a session	May 2023

				<p>Be aware of uneven ground – external.</p> <p>All advised to take extra care on slippery surfaces when wet conditions – tree roots, muddy paths. When snow and ice on the paths.</p> <p>Accident reporting procedure in place.</p>				
10	Nutrition	Leaders Volunteers Participants	Hunger Energy boost	<p>Children, Team Leaders/Volunteers all bring own lunch items.</p> <p>Selection of wrapped shop bought items available for emergency needs Small cartons of juice/smoothies/water Packs of oatcakes Apples, bananas, satsumas, Cheese portions Porridge bars – avoid crisps/high fat/high sugar items Alternatives for dietary needs will be available</p>	<p>Ensure Covid-19 regulations adhered to – wrapped pre bought products only. Provide healthy snacks – move away from crisps/biscuits/chocolate – if possible – may need to have some just in case fussy eaters appear – encourage healthy eating for outdoor activities and good brain working</p>	Leaders	Pre and during event	May 2023