	Event Risk Assessment Form	Risk Calculator		
		A: Likelihood	B: Severity of injury or illness	A x B = Risk Rating
Location	House of Commons			
Event Name	UKYP at the House of Commons	0: Very low to nil	0: No injury	(1-3) Negligible
Event date	13 th November 2015	1: Very unlikely	1: First aid required	((4 – 8) Minor
Event start and end time	08.30 – 16.30	2: Unlikely	2: Minor	(9 – 14) Moderate
Event Type	One day	3: Likely	3: Moderate/High	(15 – 25) MAJOR
Approx No of Participants	Approx delegates: 350 young people (includes PGs): 125 local authority workers 15 members of BYC/UKYP staff	4: Very likely	4: Major	Any major risks to be discussed
Responsible Officer	Zoë Cumberland	5: Almost certain	5: Fatal / disabling	
Emergency Contact Name and Number	James Edleston – 07809 507062			
Date last revised	07 August 2015	Calculate Risk before <u>AND</u> after reduction measures		
Risk assessed by	Zoë Cumberland			

Risk Identified	Risk A x B = Rating	The Risks	Avoidance / reduction measures	After A x B Rating
Road Accident	2x2=4	Young person being run over or injured by a vehicle.	<p>There is no access to any roads within the confines of the Parliamentary estate.</p> <p>While Local Authorities attending are responsible for assessing travel to the Parliamentary estate as per their own guidelines, you may like to note that there is only one road to cross between Westminster tube station and the site itself, which is covered by a pedestrian crossing. There is also an underpass, which can be found by following signs for Exit 3 from the tube station.</p>	1x2= 2


Security	2x2=4		<p>All MYPs, youth workers and BYC staff entering the House of Commons will be required to go through a security check. Participants will be expected to be patient and calm when going through this check, as there may be long queues.</p> <p>Arrival times will be staggered to minimise the risk of large amounts of people arriving at the venue simultaneously.</p> <p>Once on site, there are large numbers of security personnel on all parts of the Parliamentary estate.</p>	1x2=2
Outside visitors on site	2x2=4		<p>UKYP won't be the only group to be visiting the Houses of Parliament on the day. Parliament will be open to visitors, but they will not have access to the House of Commons. UKYP has sole use of the chamber and the visitors' gallery for the duration of the event.</p> <p>All participants will be required to wear a lanyard given to them on registration in Westminster Hall.</p> <p>Every person entering Westminster is required to go through a security check.</p> <p>UKYP staff will have a list of all UKYP participants; youth workers will have emergency contact details for their young people.</p>	1 x 2 = 2
Periods of indirect or remote supervision	2x2 = 4	Young person separated from main group.	<ul style="list-style-type: none"> • Full programme of activities offered. • BYC Staff on hand in Westminster Hall at start, lunch and end of day • Young people briefed not to leave the site. • Maps sent to all participants in advance of the event • Small group sizes will be maintained for moving around the estate 	1 x 2 = 2

<p>General incident and emergency</p>	<p>3 x 2 = 6</p>	<p>All accidents, incidents and emergencies</p>	<ul style="list-style-type: none"> • All staff briefed regarding roles, responsibilities and procedures with written confirmation. • Zoë Cumberland to conduct detailed pre-visit to check area and facilities, and identify hazards • BYC's safeguarding policy to be abided by at all times by all members of staff • Specific risk assessments completed with respect to particular individuals • Delegates to inform BYC of all additional needs by 14 October • Staff to young people ratios conform to BYC's Safeguarding policy • All staff briefed regarding risk assessment and control measures • Contact details of parents/guardians held by leader • All leaders asked to carry mobile phones • Nominated First Aid qualified members of staff identified at briefing and contact numbers made available in the written programme. First aid kit is checked and easily accessible • Leaders aware of the need to maintain ongoing dynamic risk assessment • Programme and excursions are planned to avoid high risk situations • BYC staff to wear identifiable lanyard at all times. • Staff and delegates to wear name badges at all times <p>The nearest hospital is St Thomas, directly opposite/across the River Thames from Parliament. Address: St Thomas Hospital, Westminster Bridge Road, London SE1 7EH. T: 0207 188 7188. Youth workers are advised to bring money to cover taxi fares for emergency situations and to consider their own organisational policy regarding off site journeys. If a youth worker attends with a group, and they need to go with one young person to hospital, they are responsible for arranging duty of care for their other young people. BYC staff will of course assist with this as appropriate.</p>	<p>2 x 2 = 4</p>
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Allergic reaction to food	2x2=4	Allergic reaction to food	<ul style="list-style-type: none"> Participants to disclose food allergies/requirements before arrival via event booking form. Advised to make themselves known to the banqueting staff in advance of picking up any food. First Aid staff available at all times. 	1 x 2 = 2
Participants under the influence of alcohol/drugs	1x2 = 2	Breach of the code of conduct	<ul style="list-style-type: none"> All participants will be advised that no alcohol or drugs are allowed to be brought on or consumed on site. Any MYP known to be, or strongly suspected of being under the influence of either will be sent home, (as a result of this it may mean the rest of the constituency are also asked to go home). If a youth worker is known to be, or strongly suspected of being under the influence of either, BYC's safeguarding officer must be informed immediately and will make a decision as to the course of action. 	1x2 = 2
Injuries and illness	2x2 = 4	<ol style="list-style-type: none"> Lack of hygiene/ illness Special needs not adequately considered or accounted for accidents 	<ul style="list-style-type: none"> Staff will inspect and monitor washing facilities, lighting, heating, ventilation, catering etc. Group will be briefed to wash hands regularly BYC will ensure that appropriate information is gained from parents re. illnesses/ medical conditions Suitable supervision will be arranged to meet needs of young people Zoë Cumberland will ensure that venue is safely accessible and suitable for all group members 	1 x 2 = 2
Risks to staff and young people during programme	1x2=2	<ol style="list-style-type: none"> Haphazard storage of materials and equipment – risk of tripping over boxes, bags etc Manual handling – any lifting and shifting during room rearrangements) – hurting back, legs etc. Spilling hot drinks etc 	<ul style="list-style-type: none"> Materials tidied away in agreed area; safe place for bags etc agreed Only participants who understand how to lift correctly to be permitted to do any lifting and shifting Participants to be discouraged from walking around with hot drinks 	1 x 1 = 1

Slips, trips and falls (inside and outside)	2x3 = 6	<ol style="list-style-type: none"> 1. Unknown venue – possible steps/uneven approach to building 2. Trips over chair legs 3. Minor injuries during movement around the House of Commons 	<ul style="list-style-type: none"> • Participants to be advised to wear sensible shoes • BYC staff to discuss these hazards before the event and to brief participants. • Staff to give clear instructions to the participants when moving around 	2 x 1 = 2
Risk of fire and evacuation	1x5 = 5	<ol style="list-style-type: none"> 1. Smoke inhalation, burns, or effects of panic during a fire 	<ul style="list-style-type: none"> • BYC staff to liaise with venue fire officer before event starts and to agree evacuation route, responsibility for fire fighting, adequacy of fire extinguishers etc. • BYC staff will ensure that a trained fire officer and qualified first aiders will be on site during the event. • Delegates briefed at start of event about fire and evacuation procedure • David Clark to hold copy of registration data and kept in case of evacuation • Fire-fighting equipment available on site • Delegates informed that the venue is a non smoking. Clearly identified smoking points made available to smokers. • Fire exits clearly labelled in venue 	1 x 3 = 3
Any chemicals or other substances hazardous to health e.g. dust or fumes	2x3 =6	<ol style="list-style-type: none"> 1. Chemical skin burns 2. Injury to eyes 	<ul style="list-style-type: none"> • House of Commons to inform Zoë Cumberland of any possible substances in the near vicinity e.g. cleaning materials • Delegates briefed not to use them 	2x2 = 4
Electric shocks and burns	2x3 = 6	<ol style="list-style-type: none"> 1. Electric shock due to contact with water 	<ul style="list-style-type: none"> • PAT tests carried out and certificates provided • Any faulty equipment to be removed • Avoid use of extension leads • Do not locate electrical equipment near water sources • Address systems to be kept at a reasonable level • Address systems to be kept clear of all water and refreshments 	1 x 2 = 2

Poor lighting, heating and ventilation	2 x 3 = 6	<ol style="list-style-type: none"> 1. Delegates to become cold from lack of heating 2. Delegates develop heat exhaustion due to lack of ventilation 3. Delegates strain eyes due to low lighting conditions 	<ul style="list-style-type: none"> • Each room to have climate control and checked before start of event • BYC staff to have maintenance team number where appropriate • Blankets available as part of First Aid kits • Regular refreshment breaks and drinks available at all times 	2 x 2 = 4
Personal belongings being stolen	2x3=6	<ol style="list-style-type: none"> 1. Risk of money being stolen 2. Risk of staff or young people getting hurt in process of items being stolen 	<ul style="list-style-type: none"> • All participants to be briefed not to bring valuable items with them • All participants to name label their bags and leave in designated area 	2 x 2 = 4
Assault (any)	2x2=4	<p>Risk of assault against/between young people and/or adult participants</p> <p>Danger to UKYP/BYC staff or support workers in attempting to intervene in an outbreak of violence</p>	<ul style="list-style-type: none"> • BYC staff to agree ground rules (no show or threat of violence of any kind to be tolerated) before start of event, and to communicate these rules to participants. • Staff to intervene at an early stage if trouble appears to be brewing. • Agree under what circumstances it would be unsafe to intervene and what other actions are available/ appropriate. • Participants who pose any threat will be asked to leave. • Illegal drugs and alcohol are banned completely from the event. Staff and Local Authorities have been briefed and agreed to the rules. Anyone found with either substance will be sent home and parents/ line managers will be informed. 	2 x 1 = 2

Terrorism	2x2 = 4		<ul style="list-style-type: none"> The Government's published advice is that, "You should always remain alert to the danger of terrorism, look out for suspicious bags on public transport or any other potential signs of terrorist activity you may encounter." However, it goes on to state: "But you should not let the fear of terrorism stop you from going about your day-to-day life as normal. Your risk of being caught up in a terrorist attack is very low." For full details, visit: http://www.homeoffice.gov.uk/counter-terrorism/current-threat-level. In the event of an incident related to terrorism emergency procedures will be implemented as per control measures related to force majeure (below). In this event all participants must follow the instructions of House of Commons staff. 	1x2 = 2	
Pandemic/Swine Flu	3x3=9	Risk of young people, staff, or support workers contracting and/or passing on swine flu.	<ul style="list-style-type: none"> James Cathcart, James Edleston and Zoë Cumberland will jointly be responsible for any decision to cancel the event in relation to any type of pandemic and to report to BYC and their respective organisations. 	1 x 2 = 2	
Force Majeure	1x3 = 3		Any serious and unexpected incident (e.g. natural disaster, serious criminal incident, etc.) will lead to an immediate reassessment of the security of all participants in conjunction with the Parliament's existing security arrangements and shall include advice from the House of Commons staff, and if necessary, local emergency services. In the event of a serious emergency of this nature, all participants must follow the instructions of House of Commons staff, who will lead on management of the incident and implement emergency evacuation procedures as necessary. A safety briefing will be given at the start of the event outlining this.	1x2 = 2	
Name of person completing risk assessment	Zoë Cumberland	Signature		Date	07/08/2015

Name of person reviewing risk assessment	James Edleston	Signature		Date	07/08/2015
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