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**Risk Assessment**

**SNYC Residentials at Oakwood Youth Challenge**  **September 2021**

**Event Dates: Friday 18th March (7pm) – Sunday 20th March (12:30pm)**

**Venue: Oakwood youth challenge, Waterloo Rd, Bracknell, Wokingham RG40 3DA**

**On-site event co-ordinator:**

 **Tom Garner Role : SNYC Team Leader Tel: 07545852034**

**On-site adult team leaders: Jenny Harrington, Bex Griffiths, David Garner, Susan Garner**

**On-site safeguarding team leader: Tom Garner**

**On-site First aiders: Tom Garner, Bex Griffiths – Oakwood staff**

**Off-site safeguarding contact: Annabelle Varley (Childrens, Youth, Families Director – St Saviours Guildford)**

**Notes: This Risk Assessment covers the supernatural youth conference residential held Oakwood youth challenge. SNYC is a residential weekend for young people to learn more about the Christian faith and how to hear from God in their everyday. There are no offsite activities. There are no activities like high ropes or climbing walls. They attend sessions that include worship, prayer, teaching etc. There is a chill out lounge with things like table tennis and games consoles. There is a sports field for things like football and rounders.**

**This risk assessment adheres to and follows Oakwood Youth Challenges own risk assessment (see below at the end of this risk assessment)**

***Covid 19 update:***

SNYC will always adhere to the most current UK government guidelines given. We will also make sure to exercise covid safety recommendations for example keeping ventilation in all rooms, using and providing hand sanitiser and face coverings. We will also encourage regular testing to take place before and after the event.

***Using this form***

Fill in the front sheet with all the necessary details, adding a date to the “sign off” names when applicable. The information in *italics* on the form on page 3 is for reference/suggestion only – it should not be relied upon as sufficient and suitable for your event.

**Risk factors**

To identify the risk factor, use the following risk matrix

|  |  |  |
| --- | --- | --- |
|  | **Potential Severity of Harm (A)** | **Residual Risk Level Actions** |
| **Slightly Harmful 1** | **Harmful 2** | **Extremely Harmful 3** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Likelihood of Harm Occurring (B)** | **Highly Unlikely****1** | **Low Risk****1** | **Low Risk****2** | **Medium Risk****3** | **Proceed with Activity under controlled measures above** | **Reduce Risks Further or change activity**  | **Do Not Proceed Without Referring to a Snr Manager First** |
| **Unlikely****2** | **Low Risk****2** | **Medium Risk****4** | **High Risk****6** |
| **Likely****3** | **Medium Risk****3** | **High Risk** **6** | **High Risk****9** |

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| **Initial Risk Level (of the hazard, before implementing all of the Control Measures and Actions)** |
| **Potential Severity of Harm (A)** | **3** | **Likelihood of Harm Occurring (B)** | **2** | **Initial Risk Level (A x B)** | **6** |

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| **Residual Risk Level (after implementing all of the Control Measures and Actions)** |
| **Potential Severity of Harm (A)** | **2** | **Likelihood of Harm Occurring (B)** | **1** | **Residual Risk Level (A x B)** | **2** |

| **Hazard** | **Who might be harmed** | **Initial risk factor** | **Existing Control Measures** | **Additional control methods to mitigate risk** | **Eventual risk factor** | **Persons responsible** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Lost child at event*** | ***Youth participants*** | *3* | * *All youth must stay onsite and within the parameters stated by leaders.*
* *Register of young people at mealtimes, main sessions and in their dorms each evening- done by youth leaders of groups*
* *If an attendee goes missing the emergency services will be called immediately and parent notified*
* *The site is booked for the SNYC residential exclusively and not shared with any other groups.*
* *Oakwood is an enclosed site with high walls and a closed main gate.*
* *Oakwood have an onsite member of staff 24/7*
* *Young people attending will have their Youth Pastors/leaders work mobile number if they get lost on site.*
* *SNYC staff will be notified immediately if a youth member is missing for their missing persons protocol policy (see below)*
 | *Parents/guardians make sure they drop off and pick up at the main entrance and left with youth leaders. The youth will be always kept onsite. No offsite activities have been arranged* | *2* | *Youth leaders* |
| ***Injury sustained on site / Medical emergencies*** | ***Youth participants/Youth leaders*** | *6* | * *A trained First aider will be available on site – Tom Garner & SNYC team first aiders*
* *A medical kit will be available at the event with first aider*
* *999 or 111 to be called as necessary*
* *All accidents will be recorded on SNYC accident form- copies given to youth leaders*
* *An ambulance will be able to get onto the site with quick and easy access*
* *Young people will bring EpiPens/medicines as required*
* *Medicines will be handed into respective youth leaders on site for their protection and monitoring*
* *Any medical needs will be included in the consent form signed by parents*
* *Young people attending will have their Youth leaders work mobile number if injured away from youth Leader*
 |  | *3* | *Youth leaders* |
| ***Safeguarding concerns*** | ***Youth participants/Youth leaders*** | *6* | * *SNYC leaders will have necessary DBS checks and training*
* *Adult SNYC leaders will never be alone and in an enclosed space with a youth member at any moment. 1 to 1 conversations will be outside or in an open area where youth leaders from group witnesses are present*
* *Young people will be in gender separate dorms and only with people from their youth group*
* *Youth Leaders will have separate dorms*
* *Youth leaders will only enter youth dormitories in pairs and with notice. Ie knocking before entering to get consent.*
* *Young people and youth leaders will only use the bathrooms in their own dorms.*
* *All SNYC team know how and when to contact the Safeguarding Officer in the event of a concern being raised*
* *Concerns are written up within 24 hours of being raised*
* *When a concern is raised it will be reported to Annabelle Varley (CYF Director St Saviours Guildford)*
 | * *Behaviour expectation briefings and agreement given to young people before event and appropriate action against bad behaviour including parents picking up and taking home if rules are breached*
 | *3* | *Youth leaders* |
| ***Child registration / collection*** | ***Youth participants/Youth leaders*** | *4* | * *All children will be checked in upon arrival*
* *They will also be checked out on collection*
* *Parents/guardians will sign a consent form which will include details of medicines and medical and food allergies as well as any other issues of which you need to be aware (fear of noise, past issues of sleepwalking or homesickness etc)*
* *Register of young people at mealtimes, main sessions and in their dorms each evening by youth leaders*
 |  | *2* | *Youth leaders* |
| ***Food allergies / other health issues******And Food hygiene*** | ***Youth participants/Youth leaders*** | *6* | * *We have info on all children with allergies on their consent forms for the event*
* *All children with allergies will be asked to bring meds / EpiPen etc as needed*
* *Leaders will check consent forms for issues and first aiders will be aware of potential problems*
* *Allergen information will always be available from food and drink served*
 |  | *3* | *Youth leaders* |
| ***Spiritual Harm*** | ***Youth participants*** | *6* | * *All event leaders and prayer ministers to be suitably trained*
* *Young people only receiving prayer ministry from their youth leaders and designated SNYC prayer team members*
 |  | *2* | *Youth leaders* |
| ***SNYC Reputation harmed*** | ***Youth participants/Youth leaders*** | *4* | * *All youth and leaders attending the event will be expected to behave in an appropriate way. If their behaviour is deemed to be unacceptable, and they have not responded to requests from the leaders to behave, their parents will be contacted to come and collect them.*
* *Behaviour agreement will be signed by young people before the event starts or at registration*
 |  | *2* | *Youth leaders* |
| ***Behaviour of young people*** | ***Youth participants/Youth leaders/Residential organisation*** | *4* | * *Behaviour agreement will be signed by young people before the event starts or at registration*
 | *Behaviour expectation briefings and agreement with young people and appropriate action against bad behaviour including parents picking up and taking home if rules are breached* | *2* |  |
| ***Intruder on site*** | ***Youth participants/Youth leaders*** | *6* | * *Confirming & communicating with all adult youth leaders where the ‘lockdown safety zone – dormitories’ are and designated code word for any potential dangers. (Code word – Red Snowflakes)*
* *Oakwood on-site staff contacted immediately*
* *999 phoned and police requested*
 | *Making sure the main entrance gate is closed and secured throughout the entire weekend.* *Communicating actions and code words with youth leaders if an intruder gains access to the site* | *3* |  |
| ***Photography/videos of young people*** | ***Youth participants*** | *3* | * *Consent given by parents/guardians when signed up, to be used on official promotion only*
 |  | *1* |  |
| ***Photography taken by young people, of people without consent***  | ***Youth participants/Youth leaders*** | *3* | * *SNYC consent form requires attendees not to take photos/videos at the residential. This will be communicated at the beginning of the residential and throughout*
 | *Youth leaders to be vigilant on their young people on taking photos and videos at the residential* | *1* |  |

**Missing persons policy – Action steps**

In the event of a missing person during the Supernatural Youth Conference Residential at Oakwood Youth Challenge the following procedures will be implemented.

If a young person becomes missing at any point during the weekend the following will happen

1. Main leaders Tom Garner, Jenny Harrington will be informed of the missing person and as much detail as possible about the situation:
* How long have they been missing?
* Where were they last seen?
* Who were they last seen with?
* Did they mention/refer to anywhere they may be going?
* Did any confrontation, bullying or hurtful behaviour happen which could result in the young person going missing?
1. Main leaders will then inform Oakwood 24/7 onsite staff member immediately.
2. If leaders must leave site to look for young people. One main leader & the responsible youth leader will go together to look for the missing young persons.
3. Youth leaders who remain on site must reassure other young people concerned & keep them from leaving the site to join search. They may try and call their friend/peer by phone but under no circumstances can they leave the residential site.
4. If the young person cannot be found by youth leaders within 20 minutes, leaders must return to site & inform police + parents.
5. If the young person is found and brought back to the main site, YP must be reassured & feel safe, parents must be informed by phone call by youth their youth leader.
6. A report on what happened will be written up and signed by Tom Garner within 24 hours.

**Safeguarding policy – Action steps**

In the event of a concern raised/shared the following procedures will be implemented

1. SNYC safeguarding team leader (Tom Garner) will be informed of all safeguarding concerns/incidents – the team will only gather information and not ask any leading or accusatory questions. (The team will be highlighted at the beginning and during the event)
2. SNYC safeguarding team will communicate with relevant youth leader responsible of said young person(s) and they are required to report the safeguarding concern or incident with their organisations/church safeguarding leader.
3. If the concern/incident involves a youth leader, the youth leaders safeguarding contact will be contacted by the SNYC safeguarding team.
4. SNYC safeguarding team will also report any safeguarding concerns/incidents with Annabelle Varley (CYF Director – St Saviours Guildford)

**Oakwood Youth Challenge Risk Assessment**

**Walking around the grounds and buildings**

**Likelihood**  **Severity**  **Risk Rating Priority**

1. Low (seldom) 1. Slight (off work for up to 3 days) 1 no action
2. Medium (frequently) 2. Serious (off work for more than 3 days) 2 low priority action
3. High (certain or near certain) 3. Major (death/major harm) 3 or 4 Medium priority action

 6 High priority action

 9 Urgent action (!)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Harm** | **Cause/circumstance** | **Precautions** | **Likelihood** | **Severity** | **Risk rating** | **Priority**  | **Action required**  |
| Wet floors  | Bodily injuries | Floors being wet | Wet floor signs to be used when floors are being cleaned or wet | 2 | 2 | 4 | Med  | Make sure wet floor signs are available  |
| Loose mats | Bodily injuries | Mats being loose broken and unclean | Mats to be checked and cleaned regularly | 2 | 2 | 4 | Med | Staff to be vigilant |
| Uneven surfaces | Bodily injuries | Uneven ground cracked floors build up of obstructions | Grounds to be checked regularly and dealt with if appropriate  | 2 | 2 | 4 | Med | Staff to be vigilant |
| Structures not obvious during night time and poor light | Bodily injuries  | Equipment not obvious during night time and poor light | Ensure all structures and well marked and roped off (if appropriate) and security lights are operational  | 2 | 2 | 4 | Med | Lights ropes and safety signs to be checked every 6 months. |