 FF General Activities Risk Assessment

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| **Hazard** | **Management Systems / Control Measures** | **Residual Risk** | **Action & Responsibility** |

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| **Plenary sessions**  **Who is at risk :-**  Participants  FF Staff  Client Staff | 1. Delivered indoors in controlled environment suitable to session plan 2. All facilities and AV equipment to be in a well-maintained state, provided either by FF or host venue | **1x1=1**  Overall  **Low** | 1. FF staff to ensure facilities are appropriate for use 2. FF staff to ensure facilities are appropriate for use |
| **Group (coaching) sessions**  **Who is at risk :-**  Participants  FF Staff  Client Staff | 1. Delivered indoors (outdoors when appropriate to do so) in controlled environment suitable to session plan 2. All FF staff put through suitable child protection checks, and experienced in appropriate coaching techniques | **1x1=1**  Overall  **Low** | 1. FF staff to assess suitability of available environments, relative to session plans 2. FF to conduct checks on all FF staff and provide training on session content and coaching techniques |
| **Physical activities**  **Who is at risk :-**  Participants  FF Staff  Client Staff | 1. Delivered indoors and outdoors in space appropriate to activity 2. FF staff present to instruct behaviour and activity 3. Briefing given to all participants before event regarding health and safety issues 4. Activities should conducted before by FF on a small scale in at least 3 previous programmes with no history of significant injury before being fully adopted as an FF physical activity 5. All health and safety concerns addressed prior to commencing activity 6. FF staff can cease activity at any time if they feel it is unsafe to continue | **3x2=6**  Overall  **Low** | 1. FF and Host Venue to agree suitable spaces for all planned activities 2. FF to ensure all FF staff are trained on instructing and controlling all physical activities 3. FF staff at briefing session 4. FF staff to conduct small scale tests of new activities as appropriate being over cautious wherever possible 5. FF staff to ensure activity is safe in allocated area, and Participants asked if they have any queries 6. FF staff to monitor activity at all times to ensure safety of participants |

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| **Other users of venues present**  Who is at risk :- **Participants**  **FF Staff**  **Client Staff** | 1. Venue to provide a list of other known groups on site during FF programmes 2. Participants and staff briefed accordingly regarding their safety, out of bounds areas, and other groups and individuals on site at the venue |  | 1. FF to request list of known groups before programme, and to instruct the FF staff team as appropriate 2. FF staff to brief Participants and Client Staff accordingly regarding other individuals on site, out of bounds areas etc. |

Completed by (sign) : Lucy Moses Date : 15/10/2018

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