

Risk assessment

ACTIVITY COVERED:	intergenerational project		
Reference No:		Version:	1.0

GENERAL HAZARDS	Risk Rating			Who at Risk		
	Low	Med	High	Staff	Children	Resident
Slips, trips, falls						
Individual participants i.e. age, fitness, mobility						
Group sizes and composition, including experience of leaders						
Unknown illnesses, medication, allergies						
Lack of qualified/supervised staff						

CONTROL MEASURES	Check
PLANNING:	
Suitable adult / child ratios identified and applied (for school ages at least 1:10)	
Child Protection Policy provided and adhered to	
Suitable first aid provision (at least one fully trained first aider as per DfEE guidance), if applicable.	
Awareness of permission issues, emergency contacts, medical requirements, allergies etc	
If new venue/visit beforehand & identify any risks/controls	
Any insurance requirements identified	
Suitable emergency cover available – enough staff available should 1 or 2 have to leave	
Ensure adequate levels of fire safety and emergency evacuation procedures	
PHYSICAL:	
Adhere strictly to ratios & supervision	
First aid kits available	
Take appropriate action to respond to issues of child protection – follow procedures	
Head counts, communication information to group on standards of behaviour	
MANAGERIAL/SUPERVISORY:	
Ensure all policies, codes of practice, codes of conduct, procedures, etc., are known and adhered to by all.	
Ensure staff and volunteer hold relevant qualifications/training, and/or are suitably supervised	
Ensure minimum adult/child ratios are maintained at all times	
Ensure correct registration, health and consent forms completed and maintained	
Report any accidents, incidents, near misses, communicate risks	
TRAINING:	
Child Protection Training	
General Safety and Fire Training, Equal Opportunities Training, First Aid training	
Emergency evacuation training	
Safeguarding adults and children	

Please note:

It is important that you always check that your risk assessments are up to date.

Site risk assessment**SITE/TASK SPECIFIC RISK ASSESSMENT**

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:	
Max number of people involved in activity:	
Frequency and duration of activity:	

Additional hazards identified (whether site or activity orientated):

Additional control measures required:	Who to action and by when:

Assessment of remaining risks:	Low	Medium	High

Circumstances which may require additional information:

Circulation of risk assessment:					
Operative:		Manager/supervisor:		Other:	

Assessment completed by:					
Name:		Date:		Signature:	

Review record:					
Next review due:		Reviewed by:		Date:	
Next review due:		Reviewed by:		Date:	
Next review due:		Reviewed by:		Date:	

Planning your intergenerational project

EXAMPLE OF A PROJECT CHECKLIST

<p>Objectives of the project (Think about the priority areas for your project) see project plan below</p>	
<p>Planning Group Who will be on your planning group? E.g. what organisations/groups could you partner with? Equal representation from both groups Dates of planning meetings? Agree roles and responsibilities Dates of project? Agree the key purpose and targets</p>	
<p>Dates Dates of project? Over a number of weeks? length of each session? Can it be sustained beyond the structured project?</p>	
<p>Budget What is the budget? Costs: Venue Catering Travel Guest speakers/trainers Activities Supplies (e.g. pens, paper, nametags) Celebration/Final night</p>	
<p>Participants How will you recruit participants? How many participants will there be?</p>	
<p>Staff/volunteers How many do you need? Ensure safeguarding needs are managed. Identify any training requirements. Are you taking a long trip? Do you need emergency contact numbers from participants?</p>	
<p>Venue Where will the project take place? – Is it registered? Location/Access/Directions? Insurance? Evacuation procedures Hearing Loop Disabled facilities</p>	
<p>Food/catering Cater to suit needs</p>	
<p>Transport Use registered bus companies/taxis</p>	

<p>Equipment Equipment, data projector, flip chart, tables chair First Aid kit</p>	
<p>Pre-project material Pre project material to be distributed Registration details Health forms Emergency contacts Photo/video permissions Delegate packs Facilitators packs Name badges</p>	
<p>Delegate packs Programme Contact details Pen</p>	
<p>Project plan the sessions</p> <p>Single identity and ice breaking sessions - what will these sessions include?</p> <p>Pre evaluation</p> <p>What type of activities do you think might work for the objectives/priority areas your project will aim to address? – costs?</p>	
<p>Evaluation and celebration activities – costs?</p> <p>Have you achieved your objectives?</p> <p>Participant and Staff/Volunteer Evaluations</p>	
<p>Publicity</p> <p>How will you tell everyone about your project!</p>	
<p>Follow ups</p> <p>Thank you letters</p> <p>Facilitators debrief session</p> <p>Project Evaluation and write up</p> <p>What barriers might you face or anticipate this project may come against?</p>	
<p>What are the main benefits/outcomes for your organisation and participants involved?</p>	
<p>Health and Safety</p> <p>Carry out Risk assessments for venue and activities. See appendix 4 and 5</p>	