

## CN Active Staff Team Risk Assessment for indoor/outdoor Venues.



As a member of the CN Active Team, you must ensure the following are adhered to before the children arrive:

Hazards	Control measures in place	Persons at risk	Residual risk rating
1. Injury and First Aid	<ul style="list-style-type: none"> <li>(a) The session is of appropriate length and content for the level and age of the participants .</li> <li>(b) There are no obstructions in the space where the club is taking place.</li> <li>(c) Music is played at a reasonable volume to avoid damage to the ears when used.</li> <li>(d) CN staff and participants wear the appropriate clothing and footwear. No jewellery whatsoever is allowed, and long hair should be tied back.</li> <li>(e) Accessible widows / air condition and heating should be utilised to maintain a safe room temperature.</li> <li>(f) Ask if there are any illnesses/ allergies / prior injuries that may affect the safety and ability of a participant during the session. (Please ensure children do not share or swap their packed lunches.)</li> <li>(g) You notify CN Active immediately if you are aware of any injury to anyone before, during or after the workshop to either yourself or the children.</li> <li>(h) A thorough warm-up and cool down are to be completed before and after a performance.</li> <li>(i) CN Staff are not responsible for first aid unless they have an up to date First Aid certificate.</li> <li>(j) CN staff will notify Chris Nay immediately should any incident occur during the workshop.</li> </ul>	<p>CN Club Leaders Participants Spectators</p>	Low
2. Accidents	<ul style="list-style-type: none"> <li>(a) CN Active will familiarise their staff with all the health and safety information, procedures and emergency contacts at the venue.</li> <li>(b) There at no time should be any obstructions in the room including water or other spillages. This is the CN Active staff's responsibility.</li> <li>(c) All electrical equipment must have been PAT tested within the last two years.</li> <li>(d) All property should securely packed away and safely stored during transportation.</li> <li>(e) Any vehicle used to transport persons and property is safe to be on the road - taxed, insured, and have passed an MOT.</li> </ul>	<p>CN Club Leaders Participants Activity venue Others in the surrounding vicinity and other commuters.</p>	Low
3. Fire Procedures	<ul style="list-style-type: none"> <li>(a) Fire exits are to be kept clear at all times (furniture, equipment, bags and clothing).</li> <li>(b) CN Staff should have basic Fire safety and drill training to know the procedures to follow with the participants in the case of a fire.</li> <li>(c) Explain clearly to the children where the fire exits are and what to do in the event of the fire alarm being activated before the beginning of a session.</li> </ul>	<p>CN Club Leaders, participants, others in the surrounding vicinity.</p>	Low

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4. Security	<ul style="list-style-type: none"> <li>(a) <b>Do not</b> take photographs unless consent has been given in writing by those attending (or a parent / guardian in the case of a child).</li> <li>(b) <b>Do not</b> bring any expensive items into the workshop.</li> <li>(c) CN Active staff should always be present before the start of the club.</li> <li>(d) You should carry a charged mobile phone in case of an emergency whilst travelling to and from a venue.</li> <li>(e) Explain clearly to the children where they are and aren't allowed to go throughout the building, including where the fire exits are and what to do in the event of the fire alarm being activated.</li> <li>(f) Explain clearly to the children they are not to leave or run out of the building under any circumstances during the activities.</li> <li>(g) Where clubs take place in an outdoor environment both CN Active staff and the children should be fully aware of their boundaries. Any 'blind spots' in the environment will be avoided.</li> </ul>	<p style="text-align: center;">CN Club Leaders School Staff Participants Children</p>	<p style="text-align: center;">Low</p>
5. Manual Handling	<ul style="list-style-type: none"> <li>(a) Only ever carry any weight bearing load is within your capability. Always assess its weight prior to moving it. Always lift/pull/push items using the correct posture and technique.</li> </ul>	<p style="text-align: center;">CN Club Leaders</p>	<p style="text-align: center;">Low</p>
6. Games / Matches	<ul style="list-style-type: none"> <li>(a) The grounds when outside should be walked and checked before any equipment is carried to ensure it is free from any obstructions, dog fouling, trip and slip hazards.</li> <li>(b) All equipment is checked prior to use and never left unattended.</li> <li>(c) Take care of all equipment whilst setting it out at the venue. Do not leave it unattended. Double check everything is safe once you have set it up.</li> <li>(d) When using equipment from the venue make sure you practice with it first to check you are familiar and safe with handling it.</li> <li>(e) All wires are taped down and made safe where games occur indoors.</li> </ul>	<p style="text-align: center;">CN Club Leaders</p>	<p style="text-align: center;">Low</p>
7. Safeguarding	<ul style="list-style-type: none"> <li>(a) No children should left unsupervised at any time.</li> <li>(b) If the toilets are not within visual range of where you are, either yourself or another adult should be positioned to be able to see them enter and exit the toilets.</li> <li>(c) No adult may supervise children unless they have DBS clearance.</li> <li>(d) Any adult who does not have a DBS clearance <b>MUST NOT</b> be left alone with children at any time and supervised by someone who does.</li> <li>(e) All safeguarding procedures as set out in the Code of Conduct Statement should be adhered to at all times.</li> <li>(f) Do not let any child leave the premises with an adult unless it is the parent/guardian/named collection person you know about in advance.</li> </ul>	<p style="text-align: center;">Participants Children</p>	<p style="text-align: center;">Medium</p>

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	(g) Ensure access during the event is secure from intruders.		
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### On the day of the CN Active visit:

The lead team member must read and ensure all sections of the risk assessment have been taken to account and addressed where needed.

**It is the responsibility of both the lead team leader that this risk assessment has been followed.** As evidence of this please sign and date to demonstrate measures have been taken.

CN Active Team Leader Signature:	Chris Nay CN Active
Print full name:	Print full name:
Today's date:	Today's date:



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