

DODDINGTON GROVE RESIDENTS ASSOCIATION

Risk Assessment

Completed by DGRA

Hirer name _____

Signature: _____

Event: CHILDREN'S BIRTHDAY PARTY

Date: _____

Venue: Kean House Gardens and Community Hall

Risk Matrix used in below assessment.

(Orange is represented by yellow highlight)

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk Assessment				
Type of Activity and Possible Hazards	Who might be harmed by this hazard and how?	What is being done to control this?	Residual Risk after controls are put in place	Who is responsible for these controls?
Preparing the Hall using ladders	One person using a ladder may tumble and fall	We shall always have two people when using a ladder, one holding the ladder while the other person climbs up.	Likelihood: 1 Severity: 3	Hirer of Hall

Getting water in the hall spilling on the floor	Children and adults using hall facilities slipping	We shall alert all present of this potential hazard and ask everyone to be mindful. We shall have a mop and a bucket ready to immediately mop any spillage. There will always be an adult present with the children to mop up any spillage.	Likelihood: 3 Severity: 2	Parents / guardians
Children playing indoor games and general wellbeing of all present	Children participating; being hit by a ball or a bat; general accidents	Children and parents instructed/briefed on participation and game's rules. Parents /guardians vigilant in supervising play. First aid kit available. Emergency services to be called if required.	Likelihood: 2 Severity: 3 Risk 6	Parents / guardians
Getting into conflict with each other while playing; arguing / fighting	Children being hurt emotionally or physicalaly	All children to be supervised by parents / guardians at all times. DGRA has a safeguarding policy that includes safe resolution of any such issues arising.	Likelihood: 4 Severity: 1	Parents / guardians
Refreshments - Food Allergies	Children and adults attending event	All participants are asked to disclose any known food allergies. Foods containing allergen are reported to participants. Refreshments provided need to be chosen with this in mind.	Likelihood: 2 Severity: 4	Parents / guardians
Hot drinks being spilled; children	Children and adults attending event	No hot drinks are to be around children playing games	Likelihood: 1 Severity: 3	Parents / guardians
Hygiene; spread of disease	Children and adults attending event	Hand washing facilities and sanitisers available.	Likelihood: 1 Severity: 4	Parents / guardians

Community gathering; Safeguarding	Children and adults-at-risk; inappropriate behaviour	Parents / guardians supervising at all times. Safeguarding procedures in place.	Likelihood: 1 Severity: 4	Parents / guardians
Community gathering; risk of fire	All present	Four fire extinguishers are in the community hall and fire exits marked. The meeting point is on the Green outside the building. No flammable structures present. No smoking allowed around children and play equipment. No open fires / flames allowed. The hall does not have a cooker. Emergency services to be called if required.	Likelihood: 1 Severity: 3	Parents / guardians