

UK Youth Forum Generic Risk Assessment



Name of activity, event, and location UK Youth Forum Examination Schools 81 High Street Oxford OX1 4AS 01865 276909 What3Words - ///object.loose.spark	Date of risk assessment 27/02/2025	Name of person doing this risk assessment Jacob Wand Planning Team Member
	Date of next review 23/04/2025	
Closest Emergency Department	A&E John Radcliffe Hospital Headley Way Headington Oxford OX3 9DU Drive time: 7 Minutes	Closest Urgent Treatment Centre/Minor Injuries Unit Consider using 111 helpline or online at https://111.nhs.uk/ Minor Injuries Unit Abingdon Community Hospital Marcham Road Abingdon OX14 1AG 01865 904346 (10:00-22:30) Drive time: 15 Minutes
Nominated First Aider	See Operations Rota for Venue	Nominated Mental Health First Aider and Listening Ear See Operations Rota for Venue



UK Youth Forum Generic Risk Assessment



What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults?	Review & revise. What has changed that needs to be thought about and controlled?
General			
Security – intruder access to the building.	All present	<ul style="list-style-type: none"> • Security arrangements should not obstruct the fire evacuation arrangements. • Access to buildings in use for the event are access restricted by venue management. • All event attendees are issued with an ID badge on arrival. • Emergency contact details requested from delegates when they register. • Personal Identifiable records and documents are held securely by the event operations manager. • Event Operations Manager will carry mobile phone (with number published to all attendees) and have access to InTouch details in case of emergency. 	
Security – We may not be the only hirers of the venue, increased risk of non-permitted access & removal of delegate.	All Present	<ul style="list-style-type: none"> • Security arrangements should not obstruct the fire evacuation arrangements. • Access to buildings in use for the event are access restricted by venue management. • All event attendees are issued with an ID badge on arrival. • Follow venue guidance on separating areas between hirers. • Delegation leads maintain responsibility for their delegates, escalating any issues to the Event Operations centre (either via Smartsheet support form, in person or via emergency mobile phone contact). 	
Risk of injury in the event car park area <i>(no dedicated event car park available at Oxford venue)</i>	All present	<ul style="list-style-type: none"> • Clearly communicate (both verbal briefing and signage) parking area • Use of High Visibility jackets/vests whilst marshalling traffic • Dedicated traffic marshals supervising car park – In some locations this will be staff • Traffic to be reduced where possible (encouraging car sharing and drops offs) 	
Lone working – if volunteers or staff are in the building on their own before others arrive and an incident happens, others may not be aware.	Project Team	<ul style="list-style-type: none"> • Project Team should arrive at agreed times, • Project Team should carry mobile phones with them in case of an incident. • Those working on their own should not attempt activities that they cannot carry out safely. 	
Risk of aggravated mental health condition or triggering of mental health crisis due to large groups of people, unfamiliar environment.	All present	<ul style="list-style-type: none"> • Identify a Listening Ear to whom any mental health conversations can be directed. This provision (and how to access) will be clearly communicated to all attendees • Keep a central record of medical/allergy records and flag delegates with additional support needs. 	



UK Youth Forum Generic Risk Assessment



		<ul style="list-style-type: none"> • Provision of a quiet room, space or designated area to be investigated prior to delegate arrival., this could also be an outdoor / 'green' space. • Delegates to be briefed on provisions available throughout the day. • Listening Ear station to be staffed throughout the lunchtime/marketplace slot (as time deemed most likely for attendee usage of the service). • Any serious and enduring concerns to be flagged for appropriate follow-up and future mitigation planning where necessary. 	
Working hours / tiredness	Project Team	<ul style="list-style-type: none"> • All volunteers work rotas will allow for sufficient breaks and to allow for period of rest. • If anyone needs a break, they are to speak to their team lead who will arrange for cover to be made available. There are sufficient members of the project team to allow volunteers to take breaks. 	
Pre-Arrival / Check-In			
Pre arrival to event and check in - Unforeseen safety information needs to be shared prior to and during the event	All present	<ul style="list-style-type: none"> • Project team members may also make people aware of safety-related developments and instructions verbally when at the event. • WhatsApp will be used to communicate between the project team and also to delegates attending. 	
Project Team unaware of true attendance numbers/people Non-attendees masquerading as real delegates	All present	<ul style="list-style-type: none"> • Delegate register will be maintained and available throughout event. • Event check in confirms legitimate attendance, issues each delegate / guest / speaker / exhibitor, with an ID lanyard containing details of their full name, county/area/region. • Attendees who are not wearing a UK Youth Forum Lanyard with name badge, confirming their identity may be challenged by the Project Team, and be asked to display their badge during the event. • Spare lanyards (held securely) to be available should one be lost. • When challenging a potential non-attendee project team members should act in pairs and with venue staff where appropriate and available. 	
Travel to the event – Traffic Accidents	All present	<ul style="list-style-type: none"> • Transport to the conference is delegates own responsibility. • We advise travelling by public transport or car sharing and parking in the designated car park. Once parked, vehicles should not need to be used during the event. • Project members driving to or from the venue will adhere to the UK Scouts safe driving policy 	
Driving to the event – Driving accidents due to tiredness or time pressure	Project Team	<ul style="list-style-type: none"> • Many staff or volunteers will drive to the event. Under normal circumstances, driving safely is the driver's own responsibility. • Project members driving to or from the venue will adhere to the UK Scouts safe driving policy 	



UK Youth Forum Generic Risk Assessment



		<ul style="list-style-type: none"> • Drivers will set out in good time with a flexible arrival time for the event, so that they do not need rush or feel pressured. • Project Team members travelling to the event are predominantly using public transport. • Project Team members who are over 2 hours from the venue are provided accommodation prior to the event, accommodation after the event is available for those who request it to the project lead based on length of the journey. 	
Venue Space / Workshops			
Obscuring Fire Exits, Slips, Trips & Falls		<ul style="list-style-type: none"> • Venue is a dedicated meeting space for large groups with an inhouse management team that support safe conduct of events • The Venue Staff will direct the placement of stalls according to their own safety regulations, which are risk assessed according to the Venue Risk Assessment. • Event signage placed at the entrances to the main plenary room, workshop rooms or on the Ground Floor spaces, will be placed in locations which do not obstruct the normal flow of traffic into the space, such as flat against walls and away small gaps and thoroughfares. All signage is supplementary to existing venue signage • Venue to be walked prior to delegates arriving to identify any potential hazards and put mitigations in place. • Venue Risk Assessment to take into account slips / trips & falls. 	
Overcrowding of entry ways & exits		<ul style="list-style-type: none"> • Attendees will be stewarded into and out of the main plenary room by project team members, whenever a plenary session is due to take place or has just concluded. • Venue is given the total delegation number prior to arrival, this includes delegates, delivery & project team volunteers & staff, This is inline with the venue's risk assessments for capacity and to ensure the venue's maximum capacity is not exceeded. 	
Programme			
Behaviour – overexcitement, lack of care with dangerous items.		<ul style="list-style-type: none"> • Code of conduct in place for delegates. This is included on the website and will be informed to delegates in the pre-briefing call. • Delegate leads to maintain responsibility of their delegation. 	
Individual Needs - Exclusion, injury		<ul style="list-style-type: none"> • Delegates asked in pre-information to pass on any individual needs which will be considered and adjustments made to make activity accessible • Delivery Teams aware of individuals with specific needs and any specific measures in place. 	



UK Youth Forum Generic Risk Assessment



Hygiene			
Airborne/droplet borne infection such as Covid-19 and Influenza	All present	<ul style="list-style-type: none"> • Ensure hand washing facilities are available for all delegates. • Review all guidance on the day before and day of event and adhere to any changes in Scouts guidance on this matter. 	
Transmission of infection via catering equipment	All present	<ul style="list-style-type: none"> • Clean equipment before and after use. • Use anti-bacterial products to clean catering surfaces. • Venue provided food is externally assured and certified via the local councils environmental health teams. 	
Transmission of infection through inadequate food hygiene	All present	<ul style="list-style-type: none"> • Frequent handwashing and immediately before and after food handling. • Venue provided food is externally assured and certified via the local councils environmental health teams. 	
Transmission of infection through inadequate or unclean toilet facilities	Lead volunteers and staff	<ul style="list-style-type: none"> • Ensure there are enough toilet facilities to accommodate event size. • Check function of onsite toilet facilities immediately prior to the event 	
Equipment			
Tables and chairs (and other obstructions) – injuries to people setting up, moving, or collapsing the items.	All present	<ul style="list-style-type: none"> • Delegates should be aware of their own abilities/strength when carrying tables, chairs and other equipment. • Delegates should work together to share the physical effort required. • Project team to remind delegates to lift with a flat back and to mind fingers. • Follow venue Risk Assessment on moving equipment as some must be moved by venue staff. 	
Trailing cables and electricity – trips and electrocution.	All present	<ul style="list-style-type: none"> • Electrical items should be set up as close to sockets as practical. • Any cables should be clearly visible and covered where possible and where not, attention should be drawn to them to make delegates aware. • No liquids should be close to sockets or electrical items. 	
Kit Moving - Crush injuries or cuts, bruises, and impact injuries in the course of loading or unloading equipment into cars.	Project Team	<ul style="list-style-type: none"> • Equipment may include name badges and lanyards, small freestanding signage, feather flags, stretch banners, freestanding pop-up banners, a printer, a few extension cables and wiring, (up to) one computer monitor if required. <p>Loading:</p> <ul style="list-style-type: none"> • Loading is not expected to include any heavy goods. Should any heavy goods be included, loading will make use of multiple helpers lifting carefully and coordinated without bending their backs, and trolleys if required to transport across distances longer than a few meters • PPE (if required, depending on weight of objects loaded) 	



UK Youth Forum Generic Risk Assessment



		<ul style="list-style-type: none"> • Work Gloves shall be used if items are sharp-edged, rough or may trap fingers. • Steel toe capped boots should be used if items are sufficiently heavy to cause a crush injury to the foot should they be dropped from waist height. • Bulkier items will be transported by at least two individuals working together <p>Unloading:</p> <ul style="list-style-type: none"> • Unloading space will be made available by venue staff in a designated area near to the entrance • Driving on the non-public roads close to the venue will be done according to venue protocols at a minimum speed (normally 5mph unless restrictions say otherwise) using hazard lights where required • If unloading involves heavy or bulky goods, protocols shall be followed as above • After the event, relevant goods will be loaded back into the car and returned to storage for the next event. For this activity, the same safety precautions should be taken as with the first round of loading and unloading above. 	
Safeguarding			
Young people may be at risk of deliberate harm, physical or mental abuse or neglect if inadequate supervision by trained and vetted leaders is not provided	Young people	<ul style="list-style-type: none"> • All supervising adults will have established roles in scouting and be up to date with mandatory training. • Ensure that all adult leaders supervising young people have current DBS and other safeguarding checks and training in place as per current POR. • Ensure that all adults onsite are aware of the Scout Association Yellow Card and are familiar with its contents. • Ensure adult to young person ratio is maintained at all times and attendees will be advised to follow this as well. • All attendees will be advised to be aware that there will be a mix of both under and over 18's in attendance and should conduct themselves in a manner in line with the Scout associations policies on interacting with young people at all times. • All attendees will be required to sign in and register their attendance. 	
Weather			
Whilst the event will largely be conducted inside, Cold weather presents a risk of hypothermia particularly in young people that may get wet during activities.	All present	<ul style="list-style-type: none"> • Leaders will look out for any inappropriately dressed attendees and advise accordingly. • Attendees will be reminded to bring appropriate clothing. • Warning signs of hypothermia will be actively monitored and should any leader spot someone suffering from these, appropriate remedial action in-line with existing training will be carried out. • Should any attendee get wet through during the event they will be advised to get dry as a priority and change into dry clothes. • Leaders will regularly check the weather forecast and ensure that changes are responded to appropriately. 	



UK Youth Forum Generic Risk Assessment



<p>Severe weather including persistent heavy rain may cause flooding and failure/damage to temporary event shelters and increase the risk of injury</p>	<p>All present</p>	<ul style="list-style-type: none"> • Regular checks on weather forecast. • In poor weather event leaders assess each activity to ensure it remains safe. Maintain a low threshold for closing an activity or if possible, moving to in inside area. • Consider safety risk/benefit of event cancellation if Met Office severe weather warning is issued. • The weather should also be checked in the timeline surrounding the event to ensure long lasting weather disturbances are properly assessed and taken into consideration pre / post event. 	
Fire in venue			
<p>There is a risk of a fire taking hold in any of the permanent buildings used for the event</p>	<p>All present</p>	<p>Project Team to be familiar with local arrangements and to hold an all team briefing prior to delegates arriving.</p> <p>Preparation</p> <ul style="list-style-type: none"> • Ensure all fire exits are clear, well sign posted. • Ensure all attendees are aware of fire exits and evacuation plan. • Ensure access routes for emergency vehicles are always clear. • Rehearse actions/plan prior to event. <p>Actions in a fire</p> <ul style="list-style-type: none"> • Early evacuation of all users from building • Follow venues evacuation and notification procedures • Carry out first aid for any injured participants. • All county / district delegations to undertake a head count and report to the Event Operations Team. • Consider risk/benefit of event cancellation. • Debrief all first responders as soon as reasonably possible. • Consider ongoing bystander and responder wellbeing and consider removing adults from leader duties 	
Criminal Activity			
<p>There is a risk to property and participants due to criminal activity including theft, criminal damage, site trespass.</p>	<p>All present</p>	<p>Project Team to be familiar with local arrangements and to hold an all project team briefing prior to attendees arriving.</p> <ul style="list-style-type: none"> • Ensure that permanent buildings are supervised during the day. • All delegates will receive name badges and sign into site. • Attendees encouraged to report concerns and incidents to a project team member. • Incidents to be documented as early as possible. • Police to be contacted as required. 	





		<ul style="list-style-type: none"> • Debrief all first responders as soon as reasonably possible. 	
Serious illness or injury There is a risk to all participants of a medical emergency or serious/catastrophic injury that requires urgent attention and conveyance to hospital.	All Present	<p>Project Team to be familiar with local arrangements and to hold an all project team briefing prior to attendees arriving.</p> <p>Preparation</p> <ul style="list-style-type: none"> • Keep a central record of health/permission forms and flag participants with serious medical conditions. • Nominate a dedicated qualified first aider and ensure they are known/signposted to all leaders. • Ensure access routes for emergency vehicles are always clear. • Ensure appropriate first aid equipment is available and functioning. <p>Actions in an emergency</p> <ul style="list-style-type: none"> • Call for help early including emergency services activation. • Assess and make immediate environment safe for patient and first aiders. • Apply first aid measures. • Bring defibrillator (if available) and patient's own medicines to the patient as required. • Consider cordoning off immediate area to provide privacy for patient. • Dispatch a leader to front entrance to meet and brief emergency services. • Debrief all first responders at the point of patient handover to emergency services. • Consider ongoing bystander and responder wellbeing and consider removing adults from leader duties. 	

