Kids and Youth Club Health & Safety Risk Assessment

Updated desktop review: 16 August 2026

Facility	Brighter Futures Community Facility	**Assessment area**	Kids and Youth Club / Youth Sheds
Previous assessment	Kids and Youth Club.docx - 19 February 2026	**Review cycle**	At least annually and sooner after significant change, incident, new activity/equipment or changed participant needs
Maximum attendance	50 people stated in previous assessment - confirm against fire capacity and safe staffing	**Persons covered**	Young people, employees, volunteers, visitors and others affected by youth sessions
Approval	Responsible person / H&S / Safeguarding lead to complete	**Next review**	By 16 August 2027 or sooner if required

Important use notes

This revision is a document review, not a physical inspection. Existing controls have been carried forward from the previous assessment and the August 2026 review. They must be checked on site before signing off. Critical missing, defective or overdue controls should be corrected before the relevant session or activity continues.

Youth session management rules

- Supervision and staffing must match attendance, age, maturity, individual support needs, activity and known behavior; roles and patrol areas should be allocated before the session.
- Attendance/sign-in and sign-out arrangements, collection arrangements and a missing-young-person procedure must be understood by session staff.
- Maximum attendance of 50 is retained from the previous assessment only as a value to verify against the Fire Risk Assessment, staffing and safe supervision.
- Young people must be supervised for cooking, hot-water and knife activities; the separate Kitchen Risk Assessment applies.
- No lone working where the task or circumstances would leave a worker unable to obtain prompt help; radios/mobile phones/panic arrangements should be checked before sessions.
- Off-site, unusual or higher-risk activities require a separate activity/event assessment where the hazards differ materially from routine youth-club sessions.

Priority verification and improvement actions

Priority	Topic	Required action / verification
Immediate	**Yard climbing / falls**	Inspect climbable walls, gates and raised areas. Restrict access or add exclusion zones/extra supervision until permanent measures are complete; record recurring climbing incidents.
High	**Attendance / missing young person**	Confirm sign-in/out, (kids shed) collection and missing-young-person arrangements, including immediate search/escalation and parent/carer/safeguarding/police thresholds.
High	**Fire / controlled doors**	Confirm fire capacity, evacuation arrangements and drill/test frequency with the current Fire Risk Assessment. Test emergency release of electromagnetic/magnetic locks and identify assisted-evacuation needs.

Priority verification and improvement actions - continued

Priority	Topic	Required action / verification
High	**First aid / medical needs**	Refresh the first aid needs assessment, session cover, emergency-medical information arrangements and medication procedure, including emergency medicines where relevant.
High	**Safeguarding / staffing**	Verify current safeguarding contacts, training/DBS records, supervision levels, no-lone-working controls and procedures for violence/aggression or serious incidents.
Medium	**Kitchen / sharps**	Apply the current Kitchen Risk Assessment; secure knives/sharps when youth sessions are running and confirm age/competence-specific supervision for cooking and sharp-tool activities.

Assessment method and risk scoring

Risk ratings are shown as Initial → Residual. The rating is Likelihood × Severity using the 4 × 4 matrix retained from the previous review. Scoring helps prioritize action but does not replace judgement or the need to implement reasonably practicable controls.

Likelihood	Meaning	Severity	Meaning
1	Unlikely / rare	**1**	Minor - first aid / short-lived effect
2	Possible	**2**	Moderate - treatment / short-term absence
3	Likely	**3**	Serious - significant injury / longer-term effect
4	Very likely / expected	**4**	Major - life-changing injury or fatality

Categories: Low 1-2 | Moderate 3-5 | High 6-9 | Very High 10-16. High and Very High residual risks require active management and further action.

1. Session management, behavior and safeguarding

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Horseplay, challenging behavior, threats or violence causing injury or damage. *Area: Whole premises / sessions* **Initial: 12 Very High → Residual: 6 High**	**Young people, staff, volunteers, visitors**	• Behavior agreement / session rules communicated and displayed. • Staff/volunteers supervise and intervene early; radios/mobile phones and panic alarm available. • Door entry/security and CCTV in use; incidents escalated under safeguarding/behavior procedures. • Staff expected to have de-escalation/challenging behavior training appropriate to role.	• Confirm staffing/supervision level for each session based on age, needs, activity and known behaviors. • Record and review violent/aggressive incidents and near misses; update individual controls where patterns emerge. • Confirm panic alarm/radio checks are included in pre-session checks. ***Owner / timing: Session Lead / H&S / Before each session / ongoing***
Bullying, harassment, discrimination, abuse or safeguarding concerns causing physical or psychological harm. *Area: Whole premises / sessions* **Initial: 12 Very High → Residual: 6 High**	**Young people; staff/volunteers may also be affected**	• Safeguarding and anti-bullying policies in place; information displayed. • Designated safeguarding arrangements and reporting route available. • CCTV used in accordance with organisational policy. • Staff/volunteers receive safeguarding information and role-appropriate training.	• Confirm current safeguarding contacts and referral route for Wales are displayed and understood. • Include prejudice-related bullying, sexual harassment/exploitation, criminal exploitation and peer-on-peer abuse within staff briefings. • Review safeguarding training/DBS status in line with organisational policy. ***Owner / timing: Safeguarding Lead / Before sign-off / ongoing***
Unauthorized entry; young person leaving unnoticed or becoming missing; unsafe collection/departure. *Area: Access, egress and attendance* **Initial: 12 Very High → Residual: 4 Moderate**	**Young people, staff, visitors**	• Controlled door entry, CCTV and staff supervision. • Emergency exit override provided and side gate available for egress. • Attendance numbers managed.	• Introduce/confirm sign-in/out or attendance register and clear arrival/departure/collection procedure. • Agree missing-young-person procedure, including immediate search/escalation, parent/carer contact and safeguarding/police thresholds. • Verify electromagnetic/magnetic locks release immediately on emergency operation and do not compromise escape. ***Owner / timing: Session Lead / Facility / Before next session***

2. Premises, fire and general safety

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Fire/smoke causing burns, smoke inhalation or inability to evacuate. *Area: Fire and evacuation* **Initial: 12 Very High → Residual: 4 Moderate**	**Everyone on site**	• No smoking/vaping; alarm, call points, extinguishers and emergency arrangements in place. • Staff know how to contact emergency services. • Separate Fire Risk Assessment applies.	• Verify drills and tests are completed at frequency set by the Fire Risk Assessment and recorded. • Confirm maximum attendance (currently stated as 50) remains within fire capacity and staffing arrangements. • Identify anyone who may need assisted evacuation and put proportionate evacuation arrangements/PEEP-type plans in place where needed. ***Owner / timing: Fire Responsible Person / Before sign-off / FRA cycle***
Electric shock burns or fire from damaged/unsuitable equipment, cables or sockets. *Area: Electrical equipment* **Initial: 8 High → Residual: 4 Moderate**	**Young people, staff, volunteers, visitors**	• Fixed installation subject to EICR program, staff know isolation arrangements. • Visual checks and maintenance arrangements; no drinks in IT area.	• Replace blanket “annual PAT” wording with a risk-based inspection/testing regime appropriate to equipment and environment; keep useful records. • Remove damaged equipment from use immediately and report defects. • Confirm extension leads/adaptors are controlled and not daisy chained. ***Owner / timing: Facility Coordinator / Before sign-off / ongoing***
Slips, trips, falls; trapped fingers; unstable chair stacks. *Area: Floors, stairs, doors and furniture* **Initial: 12 Very High → Residual: 3 Moderate**	**Young people, staff, volunteers, visitors**	• Walkways kept clear; spills cleaned promptly; wet-floor signs available; trailing cables avoided. • Finger guards fitted where appropriate. • Chairs limited to stacks of 5 and young people discouraged from sitting/playing on stacks. • Near-miss reporting in place.	• Pre-session recorded walk-through to cover floors, stairs, door closers/guards, lighting and obstructions. • Defects presenting a serious fall/trap risk to be isolated until repaired. • Confirm any level changes/steps have durable high-contrast marking and suitable lighting. ***Owner / timing: Session Lead / Facility / Before each session***
Sprains, strains, crush injuries or trapped fingers moving tables, games or heavy equipment. *Area: Manual handling / setup* **Initial: 9 High → Residual: 3 Moderate**	**Staff, volunteers; young people if permitted to assist**	• Manual-handling training/processes; handling aids available for heavy leisure equipment. • Two-person handling used for bulky items such as tables where required.	• Avoid young people moving heavy/bulky items unless specifically assessed and supervised. • Label especially heavy/awkward items and confirm suitable routes and storage. ***Owner / timing: Session Lead / Ongoing***

3. Medical needs and individual support

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Delayed/inadequate response to injury, asthma, allergy/anaphylaxis, diabetes, seizure or other sudden illness; medication error. *Area: First aid, medical conditions and medication* **Initial: 12 Very High → Residual: 4 Moderate**	**Young people, staff, volunteers, visitors**	• First-aid kits and burns kit available; emergency communication available.	• Complete/refresh first-aid needs assessment and ensure appropriate trained first-aid cover for sessions. • Obtain relevant emergency contact/medical information and consent through secure processes; brief staff only on need-to-know basis. • Have a medication procedure covering consent, storage, access, recording and emergency medicines; individual plans were required. ***Owner / timing: H&S / Session Lead / Before next program cycle***
Higher risk because of disability, communication needs, sensory needs, reduced mobility, neurodivergence or other individual support needs. *Area: Young people with additional needs* **Initial: 12 Very High → Residual: 4 Moderate**	**Young people with individual needs; staff supporting them**	• General supervision and safeguarding arrangements.	• Use individual information to adapt the activity, environment, communication and supervision. • Check access to safety equipment and emergency procedures; plan assisted evacuation where needed. • Make reasonable adjustments and record any specific support controls without unnecessary medical detail. ***Owner / timing: Session Lead / Safeguarding / Before attendance / review on change***

4. Kitchen, cleaning and COSHH

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Burns/scalds from cooker, hot water, kettle/boiler, hot surfaces or steam. *Area: Kitchen* **Initial: 12 Very High → Residual: 4 Moderate**	**Mainly young people; staff/volunteers**	• Young people supervised in kitchen and during cooking/hot drink activities. • Burns kit, first aid, fire blanket and firefighting equipment available. • Kitchen Risk Assessment applies.	• Cross-reference and apply current Kitchen Risk Assessment, including hot-oil/steam controls and equipment defects. • Set age/competence limits for equipment use and ensure close supervision. ***Owner / timing: Catering / Session Lead / Before kitchen activities***
Cuts/lacerations from knives or other sharps. *Area: Kitchen* **Initial: 12 Very High → Residual: 3 Moderate**	**Young people, staff/volunteers**	• Knives stored in designated drawer; young people supervised; catering staff check stock.	• Store sharp knives securely/controlled when youth sessions are running; maintain a simple stock/sign-out check for high-risk knives. • Use child-safe knives/finger guards where appropriate and restrict use to age/ability-appropriate supervised activities. • Follow the current Kitchen Risk Assessment and activity-specific briefing. ***Owner / timing: Catering / Session Lead / Before next kitchen activity***
Slips from spills/flooding; skin/eye/respiratory harm from cleaning chemicals. *Area: Kitchen / toilets / cleaning* **Initial: 9 High → Residual: 3 Moderate**	**Young people, staff, cleaners, visitors**	• Spills cleaned promptly; wet-floor signs used. • Cleaning cupboards/COSHH storage kept locked; COSHH information and staff training available.	• Verify cupboards remain locked whenever youth are present and products return to storage immediately after use. • Ensure suitable PPE and COSHH assessments/data sheets remain current. • Escalate repeated toilet flooding/blockages for repair rather than relying on cleaning controls. ***Owner / timing: Facility / Cleaner / Ongoing / defect dependent***

5. Yard and external areas

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Slips, trips and falls during play/sport; uneven/contaminated surfaces. *Area: Yard / external areas* **Initial: 12 Very High → Residual: 3 Moderate**	**Young people, staff, volunteers, visitors**	• Pre-session checks, patrols, rules and appropriate soft surfaces in sports areas.	• Record pre-session yard check and isolate damaged/unsafe areas. • Specify footwear/activity rules in poor weather; stop activity where ice, standing water or defects make the area unsafe. • Track repairs to surfacing/fencing/netting to completion. ***Owner / timing: Session Lead / Facility / Before each session / repair plan***
Collision with vehicle during arrival/departure or at external doors, causing serious/fatal injury. *Area: Vehicle/pedestrian interface* **Initial: 16 Very High → Residual: 4 Moderate**	**Young people, staff, visitors**	• Heavy opening doors and internal magnetic lock slow uncontrolled exit; external barrier request previously refused.	• Because residual risk was previously High, implement a documented arrival/departure traffic plan: supervised gate/door at peak times, designated waiting/drop-off point and no unnecessary vehicle movements during sessions. • Revisit physical segregation options with landlord/highway authority and record decision. • Brief parents/carers and young people on safe arrival/departure arrangements. ***Owner / timing: Management / Session Lead / Immediate priority***
Falls from walls, gates or raised areas causing serious injury. *Area: Yard walls / raised areas* **Initial: 12 Very High → Residual: 4 Moderate**	**Young people**	• Regular patrols; rules/signage; deterrents fitted to some walls/gates.	• Inspect all climbable edges and physically restrict access where practicable. • Identify specific high-risk points and create exclusion zones/extra supervision until permanent measures are complete. • Record recurring climbing incidents and review controls. ***Owner / timing: Facility / Session Lead / Immediate / before session***

6. Digital activity, staff safety and special activities

Hazard / activity	Who may be harmed	Controls to be in place	Further action / verification
Exposure to harmful/inappropriate content, contact risks, cyberbullying, privacy/data risks or unsafe communications. *Area: Online / digital activity* **Initial: 9 High → Residual: 3 Moderate**	**Young people; staff/volunteers**	• Network/web filtering; CCTV in venue; information/signposting available. • Organisation consults relevant cyber/safeguarding support.	• Apply digital youth work/safeguarding procedure covering approved platforms, accounts, consent, privacy, direct messaging, images/media and reporting. • Review filtering and device settings regularly and ensure staff know how to respond to online safeguarding concerns. ***Owner / timing: Safeguarding / IT / Before digital activities / ongoing***
Staff members isolated during opening/closing, patrols or incident response; violence, illness or inability to summon help. *Area: Staff/volunteers and lone working* **Initial: 9 High → Residual: 3 Moderate**	**Staff and volunteers**	• No lone-working policy stated; radios/mobile phones available.	• Confirm the no-lone-working rule, check-in/out arrangements and escalation if staffing falls below safe levels. • Include opening/closing, yard/toilet patrols and emergency response in lone-working review. • Provide post-incident support and debrief after violence/aggression or serious safeguarding events. ***Owner / timing: Management / Before sign-off***
Cold, heat, sun exposure or severe weather affecting outdoor activities and travel. *Area: Weather / thermal comfort* **Initial: 6 High → Residual: 2 Low**	**Young people, staff, volunteers**	• Sessions supervised; indoor facilities available.	• Check forecast/conditions for outdoor sessions; adapt, relocate or cancel activities in unsafe conditions. • Provide drinking water, breaks and appropriate clothing/sun protection messages. • Include ice, high winds and heat in pre-session decision making. ***Owner / timing: Session Lead / Before outdoor activity***
Risks specific to trips, events, contractors, large gatherings or unusual activities not covered by routine premises controls. *Area: Off-site / special activities* **Initial: 12 Very High → Residual: 4 Moderate**	**Participants, staff, volunteers, public**	• General organisational policies and this site assessment.	• Complete a separate activity/event risk assessment where hazards materially differ from normal youth club sessions. • Confirm consent, staffing, transport, emergency contacts, first aid, venue/provider competence and safeguarding arrangements before the activity. ***Owner / timing: Activity Lead / Before activity***

7. Youth Club pre-session health and safety checklist

Check	Activity / control	Notes / action
☐	Appropriate staffing/supervision level confirmed for expected attendance, age, needs and activities.	
☐	Attendance/sign-in/out arrangements ready; emergency contacts and relevant individual support information available to authorised staff.	
☐	First-aid kit, burns kit, checking kit; trained first-aid cover confirmed; emergency medication arrangements known where applicable.	
☐	Mobile phones/radios/panic alarm charged, available and tested.	
☐	Internal areas checked: floors, stairs, lighting, doors/finger guards, furniture, trailing cables and obstructions.	
☐	Emergency escape routes and final exits clear; controlled/magnetic doors release correctly for emergency escape.	
☐	Yard/external areas checked for surface defects, glass/sharps, standing water/ice, damaged fencing/netting and climbing hazards.	
☐	Arrival/departure traffic controls in place; gate/door supervision allocated where required.	
☐	Wet-floor signs available; toilets checked for flooding/blockage and supplies.	
☐	Cleaning/COSHH cupboards locked and hazardous substances secured.	
☐	Kitchen access/equipment controls confirmed if kitchen activity is planned; knives/sharps secure until authorised use.	
☐	Weather conditions checked for outdoor activity; water/clothing/sun/cold controls considered.	
☐	Activity-specific risk assessment/consent/provider checks completed for any unusual, off-site or higher-risk activity.	
☐	Staff/volunteer safety and safeguarding briefing completed; roles, patrols and emergency actions allocated.	
☐	Any previous incidents, near misses, maintenance defects or safeguarding information requiring extra controls have been reviewed.	

8. Volunteer / session staff safety briefing

Safeguarding

- Follow the safeguarding and staff/volunteer code of conduct at all times.
- Do not place yourself in an avoidable one-to-one situation with a young person; follow the organisation's agreed arrangements for individual conversations/support.
- Report any welfare, bullying, exploitation, abuse or online-safety concern immediately to the designated safeguarding route. Do not investigate it yourself.

Supervision and behaviour

- Know which area/role you are supervising and remain attentive.
- Challenge unsafe horseplay early and seek staff support if behaviour escalates.
- Use radios/phones/panic arrangements as briefed; do not put yourself at unnecessary risk during aggression or violence.

Health and safety

- Clean or guard spills immediately and tell the session lead.
- Keep walkways and exits clear; do not create trailing cables.
- Do not allow young people to play with doors, climb walls/raised areas or sit on chair stacks.
- Use two-person/manual-handling controls for heavy or awkward items and do not ask young people to move heavy equipment unless specifically assessed.

Kitchen and food area

- Young people must be supervised for cooking, hot water and knife use.
- Keep knives/sharps secure except during authorised supervised activity.
- Follow food-hygiene controls for tuck-shop activity and separate waste from food.

Medical and emergencies

- Know who the first aider/session lead is and where first-aid equipment is located.
- If a young person has an individual medical/medication arrangement, follow the briefing and organisational procedure; do not administer medication unless authorised/trained to do so.
- Know the alarm/evacuation procedure and your allocated role. Utility isolation points and security codes are restricted to authorised staff and should not appear in general volunteer copies.

End of session

- Help with controlled departures, check allocated areas and report defects/incidents/near misses before leaving.
- If something felt unsafe or did not work as planned, tell the session lead so the risk assessment/controls can be reviewed.

9. Review basis, linked assessments and approval

This document retains the findings of the February 2026 assessment and the controls added during the August 2026 desktop review. **It must still be verified against the actual premises, current records, staffing arrangements and participant needs before approval.**

External guidance used in the August 2026 review

- HSE - Managing risks and risk assessment at work / steps needed to manage risk.
- HSE - Young people at work: risks, training and supervision.
- HSE - First aid needs assessment and electrical equipment maintenance guidance.
- UK Government fire-safety risk-assessment guidance for small and medium places of assembly, including electromagnetic locks and means of escape.
- Welsh Government - Code of Safeguarding Practice and youth-work guidance.
- National Youth Agency - risk assessment, safeguarding, group management/supervision, medication, digital youth work and safety briefing guidance.

Linked assessments / documents to verify current versions

- Fire Risk Assessment
- Kitchen Risk Assessment
- Gym/Fitness Room Risk Assessment
- COSHH assessments and safety data sheets
- Safeguarding / anti-bullying / behaviour / drugs & alcohol / lone-working policies
- First-aid needs assessment and medication procedure
- Activity/event-specific risk assessments where applicable

Assessment reviewed by		**Date**	
Site verification completed by		**Date**	
Approved by		**Date**	
Next formal review due			