# Section 1 - Description of Activity/Event

This Template is not to be used for events where alcohol is supplied. Please use “Northants YFC Risk Assessment (inc Alcohol Sales)” for licensed events.

|  |  |
| --- | --- |
| Name of Club: |  |

|  |  |  |
| --- | --- | --- |
| This Risk Assessment is… | for a single activity/event | generic, to cover ongoing/repeated activities |

|  |  |
| --- | --- |
| Description of Activity/Event: |  |

Note: All Northants YFC and affiliated Club activities & events must be covered by NFYFC/NFU Insurance. If you are unsure if your activity/event is covered, please contact the County Office to seek advice.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Activity/Event: |  | Approx. Number of attendees: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Attendees will be: | Northants YFC Members only | Northants YFC Members & invited/paying Guests | Public |

|  |  |
| --- | --- |
| Location of Event inc. postcode |  |

Note: If your planned venue does not have a postcode, you should include the six figure grid reference for the location, i.e. “SU 425320”. This helps the emergency services find your location quickly. You can get the six figure grid reference from <https://gridreferencefinder.com/>

|  |  |
| --- | --- |
| Name of Overall Responsible Person: |  |
| Name of Event Safety Officer: |  |
| Names of Risk Assessors: |  |

|  |  |
| --- | --- |
| Date of Assessment: |  |

# Section 2 - Safeguarding

**DBS Supervision of Under 18s**

Parental Permission Slips (Events) must be obtained for every Under 18 attending your activity/event and held in a safe place by the Event Organiser

Will people under the age of 18 years old be attending your activity/event?  YES NO *(if No, go to First Aid Cover section)*

|  |  |
| --- | --- |
| Approx. number of Under 18s attending your event: |  |

If you have Under 18s attending your activity/event, you must have a minimum of 1 male & 1 female supervisor present, who must hold a current Disclosure & Barring Service (DBS) Certificate.

|  |  |
| --- | --- |
| Names of DBS Checked Supervisors attending your event |  |

Note – if this is a generic assessment, enter the names of all DBS checked adults in your club, and ensure that the minimum required numbers attend each meeting

**First Aid Cover**

For all Northants YFC events & Activities, you should have a qualified First Aider present, equipped with a First Aid Kit.

|  |  |
| --- | --- |
| Names of Qualified First Aiders attending your event |  |

Note – if this is a generic assessment, enter the names of all First Aider Qualified individuals in the club, and ensure that the minimum required numbers attend each meeting

# Section 3 – Risk Assessment

You should read the “Northants YFC Guide to completing a Risk Assessment” before completing this.

| Description/Hazard | Description of Risk | Probability Score (see Matrix in guide) | Actions/Mitigations |
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