# Section 1 - Description of Activity/Event

|  |  |
| --- | --- |
| 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 - Sale of Alcohol & Security

## Licencing

**It is a Criminal Offence in England & Wales to sell or supply Alcohol without an appropriate licence.**

|  |  |  |  |
| --- | --- | --- | --- |
| Licence to sell alcohol: | Held by Venue | Name of Venue/Designated Premises Supervisor: |  |
| YFC Licence Holder/Temporary Events Notice (TEN) | Name of Licensee: |  |

**YFC Temporary Events Notice (TEN) Licence Holder to sign the following declaration:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Declaration: “I have read and understood the* [*Home Office Guidance on Mandatory Licensing Conditions*](https://www.gov.uk/government/publications/guidance-on-mandatory-licensing-conditions)*.* *I understand my responsibilities with respect to the sale & consumption of alcohol at this event, and will take all reasonable steps to ensure they are met.”* | | | |
| Signed (Licensee) |  | Date |  |

## Prevention of Sale/Consumption by Under 18s

|  |  |
| --- | --- |
| Record your steps/precautions taken to prevent the sale to or consumption of Alcohol by under 18s |  |

i.e. ID policy, Identification such as wristbands, Challenge 21/Challenge 25, stewards & bar staff briefings etc.

## Security

You must ensure sufficient & qualified Door Staff/Security are provided. All Door staff must hold a current Security Industry Authority (SIA) Licence. Door staff must be present before the commencement of your event, and be retained after closing to ensure everyone has safely left the premises.

Minimum SIA Licensed Door staff numbers are as follows:

|  |  |
| --- | --- |
| **Number of Guests** | **Minimum Door Staff** |
| 1 to 99 | 2 |
| 100 to 149 | 3 |
| 150 to 199 | 4 |
| Every additional 50 | 1 additional |

|  |  |  |
| --- | --- | --- |
| SIA Licensed Door staff are: | Provided by Venue | Booked by YFC |

If Security staff are booked/provided by YFC, complete the following:

|  |  |
| --- | --- |
| Name of Company Providing SIA Staff |  |
| Number of Staff to be Provided |  |

In addition to SIA Licensed Door staff, you should provide an equal number of YFC Stewards. These should be Over 18 Members or Associate Members, who are responsible for the safe and smooth running of your event, as well as supervising members & guests.

|  |  |
| --- | --- |
| Names of YFC Stewards |  |

**Note: Before your event takes place, you should phone the non-emergency Police phone number 101 and tell them about your event, including location (give a 6 Figure Grid Refence if there is no postcode), numbers of guests, security arrangements and times of start/finish. This helps the emergency services respond quickly and with the appropriate resources in the event of any emergency.** **Section 4 – 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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