

Work Task List

Company: BCLC	Department: Youth and Children's services	Location: Off site visit – Lazar Zone
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Location	People	Equipment	Activities
Lazer-zone, Swansea	Staff, Youth, volunteers	Lazar guns and vests	Running, dodging and jumping
			Walking to and from the bus
			Being on the bus
			Behaviour of staff and young people
			Ordering food/drink
			Bringing possessions
			Being in Lazar-zone
			Emergency first aid
			Strangers talking to young people

Hazard Checklist

Company: BCLC		Department: Youth and children's services		Location: Off site visit - Bowling	
Work Activity	Description of the hazard	Number and occupation of people affected	Risk assessment recommended		
Lazer-Zone	Emergency first aid, incident or accident	All staff, youth and volunteers attending	yes		
	Members of the Public/staff at lazer-zone talking to YP and scaring them	Youth	yes		
	Running, dodging and jumping and getting injured	All staff, youth and volunteers attending	yes		
	Walking to and from the bus and being on bus and getting lost or knocked down	All staff, youth and volunteers attending	Yes		
	Being on the bus and someone falling over and hurting themselves	All staff, youth and volunteers attending	yes		
	Behaviour of staff and young people being inappropriate	All staff, youth and volunteers attending	yes		

	Ordering food/drink and getting burnt, choking or having a reaction	All staff, youth and volunteers attending	yes
	Bringing possessions and them getting lost or stolen	All staff, youth and volunteers attending	no
	Being in Lazer-zone and someone getting lost or leaving the premises and getting hurt	All staff, youth and volunteers attending	yes

Risk assessment form

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Work activity	Hazard, hazardous event and expected consequence	People affected	Assessment of risk			Are risk controls required?
			Likelihood level	Consequence level	Risk level	
Lazer-zone	Emergency first aid, incident or accident causing injury	Occupation Staff, Youth, Volunteers Number All attending	1	5	5	Designated first aider to travel with party Consent forms and medical details carried at all times & copies with both base contacts Designated base contact also has relevant information regarding contact list phone tree and all medical details

	Members of the Public talking to YP and causing distress to young person	Occupation Staff, Youth, Volunteers Number All attending	1	3	6	Good supervision at all times. YP to seek the company of a known adult should they be approached
	Players running, dodging and jumping and getting injured in the process	Occupation Staff, Youth, Volunteers Number All attending	2	3	6	Health and safety talk given to YP before activity-running etc Clear instructions given about the hazards/risks of equipment Clear instructions as to respect of other people
	Walking to and from car park the bus and getting lost of knocked down by traffic	Occupation Staff, Youth, Volunteers Number All attending	1	5	5	Good supervision at all times. Stress importance of staying together With 1 leader at front, 1 in the middle and 1 at

						the back as we walk from the bus to lazer-zone and from bclc to the car park.
	Behaviour of staff and young people	Occupation Staff, Youth, Volunteers Number All attending	3	3	9	Good supervision at all times. Clear instructions as to expectations of behaviour and responsibilities to one another and to members of the public. i.e. a clear code of conduct
	Being in lazer-zone someone could get lost or leave the premises causing them to get lost	Young people	1	4	4	Everyone is shown where the leaders will be at all times. At least 1 leader will be at this place at all times which will preferably be near the exit.

						Everyone is told that they cannot leave the premises unless the fire alarm goes off and then they are to meet at the assembly point.
	Ordering food and drink a person could choke or have an allergic reaction which would cause anxiety and potential loss of consciousness or have a hot drink spilt on them which could cause a burn	All staff, youth and volunteers attending	2	4	8	All leaders and youth are advised to eat and drink when sat down at a table and advised not to rush. Known allergies will be listed.

Date:	11.08.12	Review period:	date of next review:		
Assessors name:	Rob McAvoy	Position:	Youth Co-ordinator	signature:	

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