



Risk Assessment Record Form

Activity:	Lancashire Youth Climate Conference 30.10.24	Completed by	Jon McLeod
Location:	Blackpool Sixth Theatre / Relish / The Store and classrooms	Date of completion	19.06.24

Step 1: Identify the significant hazards	Step 2: Identify those at risk (who) and how?	Step 3: Risk level (high / medium / low) - see guidance notes	Step 3: Control measures to be put in place to minimise risk, reducing level to low.
Identified risks in relation to site, environment & accommodation:	Students / staff / other attendees - slips, falls, sudden illness	Low	A member of the Estates staff will be onsite throughout the event (First Aid trained). All student attendees (college and secondary school students) will be asked to provide emergency contact details which will be available to the event leaders on the day.
Identified risks in relation to transport & movement:	N/A (wherever possible, attendees will be asked to use public transport or walk/cycle to the event)	N/A	N/A
Identified risks in relation to spread COVID-19:	Students / staff / other attendees - transmission of the virus	Low	There are no restrictions currently in place relating to COVID-19. This will be monitored in the run-up to the conference and appropriate mitigations will be put in place if required.
Identified risks in relation to people / behaviours / experience:	Students / staff / other attendees - physical violence	Very Low	There will be supervision by at least 2 members of college staff and support from at least one Blackpool Council staff member who will help ensure that such highly unlikely events do not occur and if they did they will be responded to immediately.
Identified risks in relation to the activity:	N/A (The activities are discussion-based and do not involve any hazardous processes or equipment)	N/A	N/A

Identified risks in relation to social / political issues (if relevant):	Students / staff / other attendees - extremist views being expressed / promoted	Very low	It will be made clear in information sent out about the event that the college does not tolerate extremist views or hate speech. All attendees will be asked to confirm that they understand this and will abide by it.
Identified risks in relation to any other aspects:	None identified.	N/A	N/A

Signature of event leader:	Jon McLeod	Date:	19/6/24
Completed in conjunction with (name/s):	Nick Andrews	Identify linked risk assessments:	

Guidance notes - completing a risk assessment:

[HSE 5 Step Risk Assessment:](#)

Step 1: Identify the hazards. Identify what could reasonably be expected to cause harm. Concentrate on significant hazards, or those that could harm several people.

Step 2: Decide who might be harmed and how. Consider children/young people, teachers, youth workers, helpers, leaders and others who could be affected by the visit activities.

Step 3: Evaluate the risks and identify control measures. Identify the level of risk by considering how likely it is that harm will be done and the severity of the likely outcome. For each significant hazard decide whether the risk is high (an accident is likely with the possibility of serious injury or loss), medium (there is a possibility of an accident occurring causing minor injury or loss) or low (an accident is unlikely and any outcome is not likely to be severe given the control measures in place). Decide what control/safety measures need to be in place to get rid of the hazard, or reduce the risk so harm is unlikely. Control measures should be practical and be understood by those involved. It is likely that some risk will remain after all the control measures have been put in place but this risk must be low.

Step 4: Record your findings and control measures. Having considered the points below complete the risk assessment form, recording the significant findings from the assessment. You must be able to demonstrate that a proper check was made, the assessment acknowledges those who may be affected, all significant hazards were dealt with, the precautions to be put in place are reasonable and the remaining risk is low.

Step 5: Review and revise your assessment. It is acceptable to use previously written risk assessments however these must always be reviewed for suitability on each occasion and revised as necessary by the visit leader. On return to college note any hazards that arose which might affect future visits and inform the owner of the risk assessment / Head of Estates.

In carrying out the risk assessment consider / discuss the following prior to completing the risk assessment form:

- What are the activities and what are the benefits and risks/hazards?
- Are the hazards easy to recognise?
- Who will be exposed to the hazards?
- How likely is it that someone will come to harm (probability) and how serious might the consequences be (severity)?
- How adequate are the existing measures to manage the risk?
- Are the students likely to understand and follow the suggested controls?
- Are suitable arrangements in place to deal with emergencies?
- Should anything else be done and by whom?