

**YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS
RISK ASSESSMENT CLUB/DISTRICT MEETING**



Information for Club/District Office Holders and Club Leaders

Event: Club or District YFC Meeting

Location/Venue:

Specific Location:

Date:

Meeting Times:

Club/District Chairman's Name:

Club Leaders:

Risk Assessment Prepared by:

Club/District First Aid provider:

First Aid box kept:

Accident book kept:

Health & Safety poster displayed:

Severity	5	5	10	15	20	25	Severity	Probability	Overall risk
	4	4	8	12	16	20	1= Minor inj	1= V unlikely	1-5 Low risk
	3	3	6	9	12	15	2= Req 1 st Aid	2= Unlikely	6-10 Medium risk
	2	2	4	6	8	10	3= Serious inj	3= Likely	12-25 High risk
	1	1	2	3	4	5	4= Major inj	4= V likely	
		1	2	3	4	5	5= Major injury requiring hospital	5= Almost certain	
	Probability								

Note to SAS Officers:

Where there are a number of different risks involved in the same activity use the colour coded risks below to show the rating for each risk. The YFYFC interpretation of these ratings is to not worry about low risk ratings, try to use control measures to reduce risk in the Medium Risk ratings and do not allow anything with a high risk rating.

Nature of hazard, identified in both pre event day assessment and the event day assessment		Persons/property at risk
1	Slips, trips, falls	All persons
2	Car parking and outside area	All persons
3	Meeting room and furniture	All persons
4	Kitchen equipment	All persons
5	Toilet facilities and cleaning	All persons
6	Fire safety	All persons

Comments/ Considerations, reasons for unacceptable risk. Changes to control measures implemented or required to reduce risk to an acceptable level. N.B. The sentence number corresponds to the hazard number given above.

1: A representative from YFYFC has carried out a pre-event site visit to ensure that the venue is suitable to host YFC meetings. Emergency exits comply to legislation and are kept clear at all times. Any dangerous floor surfaces must be appropriately reported to the village hall caretaker. In the short term, the Club/District Chairman will ensure any spillages are cleaned up and a hazard sign erected. Any unsafe areas to be cordoned off. All members will be requested to not run down corridors and respect the furniture (ie not climb on equipment). Where the building has an access lift, members will be requested not to play with this and ensure it is available

for correct use by less abled people. The Club/District Chairman will be responsible for opening and securing the building at the end of the evening.

2: Entrances to the car park are clearly marked and kept clear at all times. Parking spaces for visitors with disabilities are available close to entrance. The car park should be well-lit, and the speed limit signage clearly displayed. Members and visitors are requested to park safely and not to block neighbours' gates or the roads. Members are requested not to play in the car par when vehicles are moving. Members are requested to smoke or vape outside in the designated smoking area.

3: The Chairman will be responsible for ensuring members are appropriately behaved and supervised during club or district meetings. The village hall furniture should be respected (ie no feet on tables) and the meeting room left as it was found at the beginning of the meeting. All chairs and tables should be stacked safely following village hall guidelines. Any breakages should be reported to the village hall caretaker at the earliest convenience. Any YFC equipment (ie laptop) used during meetings should be well maintained and in a good state of repair. During YFC meetings club office holders and club leaders should have access to a fully charged mobile phone in the event of contacting the emergency services.

4. The village hall kitchen electrical equipment and any gas cooker should be well maintained and in a good state of repair. The village hall committee are responsible for PAT testing and maintenance of equipment. The Chairman is responsible for members using the kitchen equipment safely. Members must be supervised at all times when using catering equipment. Any breakages should be reported to the village hall caretaker at the earliest convenience.

5. The Chairman is responsible for ensuring that members respect the toilet facilities and that they are checked at the end of the evening, taps turned off etc. The village hall is responsible for ensuring all approved cleaning products are locked away and access is limited.

6. The village hall are responsible for the fire risk assessment, meeting fire safety procedures and ensuring all fire equipment (fire extinguishers, alarm system etc) are well maintained. During YFC meetings club office holders and club leaders should have access to a fully charged mobile phone in the event of contacting the emergency services. The Club Chairman is responsible for ensuring that in the event of a fire, all members depart the building in a timely manner and ensure a head count is completed. Under no circumstances should anyone return to the building to collect belongings.

Please note:

If your club or district have specific hazards at your venue, these will need identifying and the risks minimising.

If in doubt about this risk assessment or concerned about a risk in your village hall, please seek the advice of the YFYFC Health & Safety Officer.