

PUC

Activity Risk Assessment

Activity: The Hangout Youth Café

Weekly Youth Café for young people aged from 15 up to 18 years held on Friday evenings in the main Foyer area between 19:30 & 21:30. To meet, socialise, and engage in activities under the supervision of volunteers and youth workers. The café includes refreshments, seating areas, board games, music, and potentially group discussions, workshops and theme nights.

Risk Assessment by: Dean MATHER, Jane MATHER, Dave STRUTT & Maggie STRUTT	Date of Assessment: 18/07/25
Date of Review: No later than 12 months	Date approved by Elders: 18/07/25

Note: Risk Assessment covers the additional safety measures for this activity. General building and fire risks are covered in those Risk Assessment documents. For Safeguarding see 'URC Good Practice 6 Safeguarding Policy', including Appendix C1 'Code of Conduct for working with children or young people' (elements of which are mentioned in this Risk Assessment, and a copy of the Code of Conduct will have been signed by the Adult Volunteers).

KEY:

Likelihood:

1-2 = Low 1 – Remote (almost never) 2 – Unlikely (occurs rarely)	3-4 = Medium 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent)	5 = High Very likely (occurs frequently)
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Severity:

1-2 = Low 1 - Trivial (e.g. discomfort, scratch, slight bruising / very low level annoyance or inconvenience to other café users, adult volunteers or neighbours). 2 – Minor (e.g. small cut, abrasion, basic first aid need / minor level annoyance or inconvenience to other café users, adult volunteers or neighbours)	3 = Medium Moderate (e.g. strain, sprain, incapacitation > 3 days / medium level annoyance or inconvenience to other café users, adult volunteers or neighbours & potential for causing low level distress to same)	4-5 = High 4 – Serious (e.g. fracture, amputation, hospitalization > 24 hours / high level annoyance or inconvenience to other café users, adult volunteers or neighbours & potential for causing severe distress to same) 5 – Fatal / Major Reputational Damage to the Church
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Initial Risk Rating:

1-8 = Low	9-12 = Medium	15-25 = High
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Residual Risk Rating after Control Measures / Action Plan put in place:

1-8 = Low Continue, but review periodically to ensure controls remain effective.	9-12 = Medium Continue, but implement additional reasonably practicable controls where possible and monitor regularly.	15-25 = High STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to Medium or Low
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1. OVERCROWDING / ADULT SUPERVISION

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby	Not enough adults to control environment	Young people & adult volunteers.	2	4	8	1	2	2

Control Measures / Action Plan:

- 1.1 Two adult volunteers minimum (at least one of whom will be female) – ratio of one adult for every ten young people as per recommendations from NSPCC (<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>) – whichever is the greatest.
- 1.2 Restrict numbers of young people into building for Youth Café to a maximum of 40 via signing in on the night to monitor numbers.
- 1.3 If insufficient number of adult volunteers on the night, the Café will be cancelled.

2. FIRE RISK / SMOKING / VAPING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets / Car Parks	- The risk of fire due to electrical equipment, cooking equipment, or lack of emergency procedures. - Fire – either accidentally or intentionally started by smoking / vaping / other means.	- Young people, adult volunteers and other visitors. - Smoking & vaping are illegal under 18 and harmful to health.	3	4	12	3	2	6

Control Measures / Action Plan:

- 2.1 Signing in book so number of those present is known.
- 2.2 Enforcement of No Smoking or vaping policy on church site.
- 2.3 Adult Volunteers to intervene if horseplay with equipment is seen.
- 2.4 Regular fire drills and inspect building after every session.
- 2.5 Adult Volunteers have mobiles to contact 999.
- 2.6 Designated Fire Steward from adult volunteers

3. SLIP, TRIP OR FALL

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets	- Slips, Trips, and Falls - Wet or uneven flooring, clutter, or improperly stored equipment can lead to slips or trips.	Young people, adult volunteers and other visitors.	3	4	12	2	2	4

Control Measures / Action Plan:

- 3.1 Adult to young person ratio to be observed to ensure adequate supervision.
- 3.2 Ensure floors are dry and clear of obstacles that could cause a trip, slip or fall – chairs, equipment such as balls, ropes etc.
- 3.3 No trailing wires when using electrical items.
- 3.4 Keep walkways and doors clear.
- 3.5 Monitor children closely during activities if game might cause a trip risk – make sure children are not running around or over obstacles. Children to keep arms/legs in when playing team games so as not to cause a trip or fall.
- 3.6 Drinks to be contained in one area (foyer) and to be consumed in this area to avoid spillages.
- 3.7 Conduct regular inspections of the venue.
- 3.8 Mark any potential trip / slip hazards clearly.
- 3.9 In the event of flooding of toilet area adult volunteers to clean any spillages immediately
- 3.10 Cleaning materials to be readily available to clear up any spillages
- 3.11 'Near Miss' reporting system in place – group signing in book on the café counter in the main foyer has a column to report problems noticed e.g. blocking fire exits, loose wires or anything that could cause an accident. Book is monitored by Church Property Team who will address issues raised.
- 3.12 Sweep of church premises at end of session to ensure all rubbish, clutter etc has been cleared away.

4. USE OF ELECTRICAL EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Sanctuary	Risk of injury from faulty appliances.	Young people & adult volunteers.	2	5	10	2	2	4

Control Measures / Action Plan:

- 4.1 All users to visually inspect equipment especially electrical leads before use.
- 4.2 Any use of extension leads discouraged unless absolutely required.
- 4.3 Trailing leads especially in AV equipment to be kept to a minimum and users made aware.

5. FURNITURE & EQUIPMENT

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby	Unsafe, broken, or unsuitable furniture or equipment (e.g., games, chairs).	Young people.	3	4	12	1	1	1

Control Measures / Action Plan:

- 5.1 Inspect all furniture and equipment regularly.
- 5.2 Replace or repair any broken items immediately.
- 5.3 Ensure games and other items are age-appropriate and safe.

6. FOOD & DRINK / COOKING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Outside areas within church grounds	- Allergic reactions - Serving food and drink may expose participants to allergens. - Scolds & burns from hot drinks. - Scolds & burns from bonfire – cooking sausages / toasting marshmallows etc. - Scolds & burns from making pancakes	Young people & adult volunteers.	2	5	10	2	2	4

Control Measures / Action Plan:

- 6.1 Ask attendees about allergies on entry or via a consent form.
- 6.2 Clearly label all food and drink items with allergen information - oat milk, gluten free & vegan options will be available.
- 6.3 First Aider on hand with volunteers trained on allergen awareness
- 6.4 Only adult volunteers to make hot drinks behind the counter.
- 6.5 Plan fire / cooking activities in advance to ensure age appropriate & ensure adult volunteers are briefed & clear ref their role in the activities.
- 6.6 Check weather conditions to decide if will continue with bonfire / adapt to smaller fire pit / cancel activity
- 6.7 Activity leader to explain all safety rules and measures to young people – including marshmallows being hot so take care when eating.
- 6.8 Long hair to be tied back – have spare hairbands in case needed.
- 6.9 Matches to be stored away from young people.
- 6.10 Adult volunteer to monitor fire so that it remains under control – young people to be kept at safe distance from fire.
- 6.11 Long skewers to be used by young people when toasting marshmallows so that distance kept from flame.
- 6.12 Cold water to be available in case of emergency.

- 6.13 No running near the fire or pushing / shoving or ball games.
- 6.14 Adult volunteers to monitor cooking sausages on gas stoves.
- 6.15 Keep gas canisters away from open flames.
- 6.16 Adult to monitor to ensure that all sausages are cooked adequately and hygienically.
- 6.17 Ensure all adult volunteers remain vigilant throughout activity.

7. HEALTH EMERGENCIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets	Risk of health emergencies due to medical conditions (e.g., Asthma, Seizures, etc).	- Young people. - Adult Volunteers	3	5	15	3	3	9

Control Measures / Action Plan:

- 7.1 Gather medical information and emergency contacts for each participant
- 7.2 Ensure staff are trained in first aid.
- 7.3 Have a first aid kit on hand at all times.

8. VEHICLES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Car Parks (Front & Rear)	Injuries sustained from collision with moving vehicles – especially during the dark evenings.	- Young people. - Adult volunteers. - Other pedestrians in car park areas while youth café in session.	3	5	15	3	2	6

Control Measures / Action Plan:

- 8.1 Sign to be displayed at entrance warning young people to be aware of moving vehicles while club is taking place – liaising with church to have this up for other groups also.
- 8.2 Sign on lane to car park to be aware of pedestrians – Health & Safety Lead will be liaising with church on this.

9. 'HORSEPLAY' / NOISE LEVELS

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets	Amongst young people including play fighting, resulting in personal injury, breakages to	1. Mainly young people with a lesser risk to adult volunteers and other visitors	3	4	12	3	2	6

	equipment, furniture or buildings e.g. windows. • High noise levels could cause distress or affect concentration. • Also, noise levels causing problems to neighbours	2. Neighbours negatively impacted by noise levels & ASB.						
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Control Measures / Action Plan:

- 9.1 Youth Café rules set at the start of each year and displayed throughout areas of building used by café – Adult Volunteers & Leaders will model the expected behaviour.
- 9.2 Staff / volunteers present to minimise the opportunity for it and intervene as necessary.
- 9.3 Clear demarcation of areas that are out of bounds to young people e.g. downstairs toilets and enforcement of these demarcations throughout the cafe session.
- 9.4 Maintain a balance between music volume and group activities – music will be background only.
- 9.5 Designate quiet areas for those who need a break – but not out of line of sight of adult volunteers.
- 9.6 Remind all young people to respect neighbours and keep noise to a minimum.
- 9.7 Ensure any injuries / damage sustained is recorded in the appropriate incident folder.

10. BULLYING

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets / Car Parks	• Behaviour that could intimidate / harm young people – physical or psychological abuse, exclusion from activities. • This could either be from other group users or adult volunteers.	Young people.	3	4	12	2	2	4

Control Measures / Action Plan:

- 10.1 Anti-bullying policy in place & Anti-bullying posters displayed throughout – Jane to source.
- 10.2 Ensure that volunteers and staff are trained in handling conflicts.
- 10.3 Provide a safe space for complaints and ensure all staff are approachable.
- 10.4 Safeguarding posters displayed throughout.
- 10.5 Adult volunteers will adhere to Code of Conduct for working with children or young people, treating all with dignity and respect and with equal care and concern, they will not abuse the power and responsibility of their role by belittling, scapegoating or ridiculing young people, show favouritism or discriminate / leave discrimination or bullying unchallenged.
- 10.6 Adult volunteers will not undermine other adult volunteers in front of club members.

11. VANDALISM & OTHER CRIMINAL ACTIVITY / ASB

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Car Parks (Front & Rear)	• Vandalism & other criminal activity particularly during the dark evenings. • Young people coming on motor scooters and riding in an ant-social manner (revving engines, showing off to other group users by riding around car park area)	• Young people. • Owners of vehicles parked in car park. • Neighbours	2	3	6	2	1	2

Control Measures / Action Plan:

- 11.1 Adult volunteers to carry out random checks on the car park while youth café is taking place (ensuring adequate adult volunteers left in café).
- 11.2 Reinforce code of conduct ref consideration of neighbours etc.
- 11.3 Liaise with local PCSO / Police Neighbourhood Team.
- 11.4 Advise young people that motor scooters are to be parked at front of church, not the rear – to minimise temptation to mess around on them.

12. MISUSE OF ALCOHOL / DRUGS

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets / Car Parks	Potential for serious harm from alcohol / drugs misuse.	Young people using and those around them.	3	4	12	3	2	6

Control Measures / Action Plan:

- 12.1 Adult volunteers to be vigilant.
- 12.2 Zero tolerance – Implement a strict no-substance-use policy.
- 12.3 Conduct random bag checks or security screenings if needed.
- 12.4 Have clear consequences for those found with substances.
- 12.5 Young person will be asked to leave, and police will be called.

13. INAPPROPRIATE USE OF INTERNET OR ELECTRONIC DEVICE

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Sanctuary / Foyer / Lobby / Outside areas within church grounds / Outside of Youth Café setting	•	Young people & adult volunteers.	3	5	15	2	3	6

Control Measures / Action Plan:

- 13.1 Usage of electronic devices to be discouraged and limited only to allocated 'breaktime'.
- 13.2 Young people are not to access inappropriate websites or taking photographs on devices – including mobile phones.
- 13.3 Leaders to monitor and if witness any photographs being taken, young people asked to delete.
- 13.4 Leaders are not to communicate with young people directly outside of Hangout Cafe – no texting, phoning, email, WhatsApp etc – any interaction of this nature will be classed as a breach of the Code of Conduct and dealt with accordingly in line with the URC Good Practice 6 Safeguarding Policy.
- 13.5 If the number of young people attending increases, there will be a review of setting up of an official Hangout Café WhatsApp group (or messaging if requested) to contact parents. Messages to parent/carers to include minimum of two Wired leaders to protect all parties.

14. CHILD PROTECTION AND SAFEGUARDING (GENERAL)

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Toilets / Car Parks	Risk of harm or abuse to young people in the café	- Young people. - Adult Volunteers. - Church as a whole (reputational damage)	3	4	12	2	2	4

Control Measures / Action Plan:

- 14.1 Ensure that parents/carers have completed consent forms or young person cannot attend.
- 14.2 Register of all volunteers and young person to be kept.
- 14.3 Adult volunteers to use disabled toilet or creche toilet only – no shared use of toilets between adult volunteers and young people. Disabled toilet is out of bounds for all young people other than if disabled. Creche (downstairs) toilets to be out of bounds to young people at all times.
- 14.4 No filming or photography during club activity without express parental permission and only on authorised camera – not the personal phone of any adult volunteer.
- 14.5 Adult volunteers to be at exit at pick up time to monitor children being collected and ensure children go home with their parent/guardian.
- 14.6 Promote positive and proactive ethos toward safeguarding – everyone's responsibility!
- 14.7 Any concerns will be recorded and reported according to church safeguarding procedures - Safeguarding concern forms to be filled in if there is any concern and given to safeguarding coordinator.
- 14.8 If in doubt report any incident to the Church Safeguarding Co-ordinator or Deputy.

15. YOUNG PERSON UNDER 18 INTERACTIONS WITH SOLE ADULT VOLUNTEER

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Outside of Youth Café setting	One on one leaves both adult volunteer & youth group member vulnerable – during café sessions & outside of café setting if continuing engagement via phone / social media.	Young people & adult volunteers.	3	5	15	2	2	4

Control Measures / Action Plan

- 15.1 Adult volunteers are Safeguarding trained, DBS checked and subject to 'Safer Recruiting' good practice and will have signed up to the URC Good Practice 6 Code of Conduct for working with children & young people and will not put themselves at risk by being alone and isolated with a young person under 18 years and will have someone with them at all times as per URC Good Practice 6 Safeguarding Policy (minimum of one other adult helper) and / or be in line of sight of other adult volunteers.
- 15.2 Adult volunteers will have a clear understanding of what is appropriate behaviour toward young people in the Hangout Cafe as per URC Good Practice 6 Code of Conduct including inappropriate physical contact (e.g. making / encouraging young people to give them hugs, having them sat on the volunteers knee etc), favouritism (e.g. giving of gifts), and that breaches of this Code of Conduct will be dealt with accordingly in line with the URC Good Practice 6 Safeguarding Policy.
- 15.3 Adult volunteers will also have read and signed agreeing to comply with measures specified in this Risk Assessment, including around Safeguarding.

16. UNKNOWN / UNAUTHORISED PERSON/S ON PREMISES DURING CAFÉ ACTIVITIES

			Initial Rating			Residual Risk Rating after Control Measures / Action Plan put in place		
LOCATION	Risk	Who is at Risk?	Likelihood	Severity	Risk	Likelihood	Severity	Risk
Church Foyer / Lobby / Sanctuary / Toilets	- Unauthorized individuals entering the premises during cafe activities - Potential for individuals who are not part of the cafe or authorized to be present to create a disturbance or cause harm. - Weaknesses in access control. - Possibility of threats, such as violence, theft, or other malicious acts. - Inadequate staffing levels to monitor and	- Young people. - Adult Volunteers	3	5	15	3	3	9

	respond to potential incidents							
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Control Measures / Action Plan:

- 16.1 Sufficient Adult volunteers to ensure that space is secure and monitor entry and exit points - no unauthorised visitors.
- 16.2 Staff have mobile phones to contact emergency services and contact/s if need arises.
- 16.3 Security / door entry system in place.

EMERGENCY PROCEDURES:

- **First Aid:** At least one adult volunteer present per session trained in basic first aid. A first aid kit will be kept on site and regularly checked for expiry dates.
- **Fire Safety:** Adult volunteers should be familiar with fire evacuation routes. Fire drills will be conducted regularly.
- **Safeguarding:** A safeguarding officer will be assigned for every session. Any concerns will be recorded and reported according to church safeguarding procedures.

SUPERVISION AND STAFFING:

- A minimum of three DBS-checked adults (at least one of whom is female) will be present at all times for groups of up to 20 young people.
- A designated youth worker or leader will be responsible for overseeing activities and handling any incidents.
- Adult volunteers will be trained in safeguarding, emergency procedures, and handling challenging behaviour.

PARENTAL / GUARDIAN CONSENT:

- **Consent Forms:** All young people attending will be required to submit a parental/guardian consent form with medical details, emergency contacts, and any other relevant information.
- **Privacy:** Personal details of attendees will be kept confidential and only shared with relevant staff in case of an emergency.

MONITORING AND REVIEW:

- The Youth Café will be monitored regularly by church leaders, and a feedback system will be in place for both attendees and parents.
- Risk assessments will be reviewed annually or after any significant incident to ensure they remain relevant and effective.

CONCLUSION:

- The church Youth Café has been assessed for potential risks, and appropriate control measures are in place to ensure a safe and enjoyable environment for young people.
- Regular monitoring, proper training, and a strong commitment to safeguarding will reduce risks and help mitigate any incidents.

ADULT VOLUNTEER DECLARATION: I have read, understood and agree to comply with measures specified in this Risk Assessment.

Signed Name Date