**Risk Assessment Template**

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| **Name of Street** |  |
| **Date(s) of / Play Street Session** |  |
| **Named organiser** |  |
| **Date of risk assessment** |  |
| **Date of any review** |  |

This risk assessment template is designed to help you think about how to safely run your Play Street session and reduce potential hazards and risks. Bear in mind there is no such thing as a ‘risk free’ environment and accidents such as children falling off scooters or tripping over will happen during your Play Street sessions just as they would in parks, playgrounds and streets on any normal day.

Categories and actions are given as examples – not all the measures listed will be relevant to each site or on each occasion. Equally there may be some hazards and risks that are specific to your location and that are not listed below.

You should tailor and adapt this form as necessary.

Once completed you should share this risk assessment with all volunteers and stewards as part of their briefing session. It is also a good idea to do a walk through and visual check before your session just to check that nothing has changed and that the session can go ahead safely.

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| **What are the hazards?**  **What could happen?** | **Who could be inured?** | **Actions to reduce risk (control measures)** | **Notes/ review/ reflections** |
| Injury to volunteers when setting up/ taking down the road closure  Damage to property or vehicles | Volunteers  Property / vehicles | * Signs / cones to be stored in an easily accessible location * Only signs and cones provided by Bradford Council to be used * Signs and cones to be placed at the road closure points agreed with Bradford Council * Stewards to be briefed before the event * Ensure there are enough volunteers to place out the signs and cones and to steward each closure point * Consider use of a trolley or lifting aid if required (alternatively use two people for this task) |  |
| Slips, trips, bumps and falls during the session | Volunteers  Children  Families  Passers by | * Signs and cones to be placed at the road closure points agreed with Bradford Council * Only signs and cones provided by Bradford Council to be used * Stewards and volunteers to wear appropriate footwear, clothing and hi viz. * Parents / carers to be clearly informed they are responsible for children’s safety and behaviour throughout the session. * Event organiser to do a visual inspection / walk through of the site prior to the event to identify any objects or items, not present at the time of the initial risk assessment, that could present a hazard. * Visibility of volunteers in high vis and the signs and cones will alert passing pedestrians/ cyclists that there is an event going on * If the weather is extreme, organiser and stewards to make a decision as to whether the event should go ahead, or certain activities should be discouraged. |  |
| Injury from moving traffic | Volunteers  Children  Families | * Parents / carers to be clearly informed they are responsible for children’s safety and behaviour throughout the session. * All neighbours and residents to be made aware of the time and date of the session * Parents/ carers/ children / volunteer helpers to be made aware that residents will still be allowed vehicle access during the session. * Steward briefing before start of the event, by event organisers. * Session will not take place if there are not sufficient volunteers to steward each closure point. * Stewards at each closure point throughout the session. Ensure sufficient volunteers to provide respite – toilet breaks etc. if needed. * Volunteers stewards to install the road closure using the signs and cones provided by Bradford Council and at the agreed closures points. * Session must only run at the times/ date stipulated on the road closure order * Session does not commence until ALL road closure points/ signs are in place * Drivers needing to access / exit the Play Street to be asked passing through to asked to travel slowly (walking pace) and to wait until children and families have moved onto the pavement before proceeding. * Plan how to let people know that a vehicle wishes to pass through (Whistles/ loud voice/ mobile phone etc.) This process should be agreed beforehand and re visited in the steward briefing session * Plan how to ensure children know that the session has ended and the street is ‘live’ to cars again. (It can be a good idea to take children inside their houses.) * No one should attempt to physically stop traffic from leaving / entering or step in front of moving vehicles. If necessary, alert children and families (by shouting or using whistles) and get them to quickly move onto the pavement and allow the driver through. |  |
| Children going beyond the barriers | Children | * Ensure parents/ carers know that they are responsible for their children during the event * Volunteers/ stewards at each closure point throughout the session. Agree a system for communicating with other stewards and volunteers (loud voice/ whistle/ mobile phone etc.) if required |  |
| Damage to Parked cars / property | Vehicles / property | * Residents are given prior warning of the event so they can move their cars if they want to * Ensure parents know that they are responsible for their children during the event * If there are ball games being played, consider suggesting use only of soft balls – not hard leather for example. * v |  |
| Angry drivers becoming verbally or physically abusive | Volunteers  Children  Families | * Prior notice of the event is given to residents (including opportunity for any objections to be discussed amongst neighbours and/ or considered by the council) * Sufficient volunteers to steward each closure point. Stewards to be fully briefed before session. * Road closure has been authorised by Bradford Council and appropriate diversions for drivers in place if needed. * Stewards to ask drivers wishing to enter or leave the Play Street to wait until children and families have moved onto the pavement and then travel at walking pace. * Plan how to let people know that a vehicle wishes to pass through (Whistles/ loud voice/ mobile phone etc.) This process should be agreed beforehand and re visited in the steward briefing session * Ask children to say thank you, smile and wave at the drivers as they pass * Stewards should not attempt to physically stop traffic wishing to enter or leave the street and must not step in front of moving vehicles. If necessary, alert children and families (by shouting or using whistles) and get them to quickly move onto the pavement and allow the driver through. |  |
| extreme weather  (Rain / Heat / Ice etc.) means that play cannot take place safely or risk of slips, trips, falls is increased. | Children parents  Volunteers | * Ensure parents know that they are responsible for their children during the event * If the weather is extreme, organiser and stewards to make a call as to whether the event should go ahead, or certain activities should be discouraged. |  |
| Anything particular about your street? Slopes / bends etc? |  |  |  |