

CAFOD Young Leadership Training | Risk Assessment  
KH / CPC  
Training Day Risk Assessment

**Lead member of staff:** Kirstie Hutchinson – CAFOD Young Leadership Coordinator

**Support members of staff:** CPC / Staff Accompaniers

**Risk Assessment to cover:** Academic Year Sept 2024 - July 2025

- This training programme is being organised by CAFOD, but each training day takes place in a different **host school** (a venue unfamiliar to CAFOD) **that will retain venue Health and Safety responsibility.**
- All participating schools retain responsibility for their students during the day, and should have access to the students medical and next of kin information.
- Kirstie Hutchinson (CAFOD's Education team) is the key trainer on each day and any concerns about health & safety or safeguarding should be reported to her immediately.
- CAFOD do not hold responsibility for the students whilst travelling to and from training days, this remains with individual participating schools.

RISK	DEGREE OF RISK LOW / MEDIUM / HIGH	WHO AFFECTED	CONTROL MEASURE
Safeguarding	Low	All	<p><b>KIRSTIE HUTCHINSON</b> (CAFOD Education team) will be leading the training days and therefore any safeguarding concern or incident should be reported to her immediately.</p> <ul style="list-style-type: none"> <li>Any safeguarding concerns regarding CAFOD staff, volunteers, staff or students from other schools should be reported to <b>David Brinn</b> at <a href="mailto:dbrinn@cafod.org.uk">dbrinn@cafod.org.uk</a>.</li> <li>Kirstie Hutchinson is enhanced DBS cleared.</li> <li>All rooms used for activities will be visible to others and no young person will be left in a room either on their own, or alone with staff.</li> </ul> <p><b>Jesuit Centre Use:</b> Amigo Hall is a shared space. Staff and students are asked to be vigilant at all times and to be aware that it is a public building. Students will be accompanied at all times by their Staff Accompanier and CAFOD staff will be present.</p>
Dangers inside training space: 1. Slips, trips and falls 2. Incorrect use of equipment 3. Working with large numbers of people	Low	All	<p>CAFOD staff are vigilant at all times and will mop up any spills immediately.</p> <ul style="list-style-type: none"> <li>CAFOD staff will do a venue/equipment suitability assessment before the training day starts.</li> <li>CAFOD staff ensure wires are taped down at the start of the day and as out-of-the-way as possible</li> <li>Lead trainer will guide people throughout activities to work in a safe manner, and will highlight any specific risks.</li> <li>In activities that involve large groups moving around, trainer will give specific safety announcements about speed, direction etc.</li> </ul>

Fire	Low	All	<ul style="list-style-type: none"> <li>• Health &amp; Safety Briefing to be given by staff member from Host Venue. To include safe evacuation in the event of a Fire Alarm, Use of toilets and shared spaces.</li> <li>• Fire safety procedure talked through at the start of the day</li> <li>• Fire exits to be pointed out at start of the day</li> <li>• All visitors to be registered at start of day with a complete list to be kept in case of a fire</li> <li>• School staff retain responsibility for their own groups in the event of a fire, but should follow the instructions of venue fire wardens</li> </ul>
Food Allergies	Low	All	<ul style="list-style-type: none"> <li>• All participants are asked to identify any allergies or dietary requirements, either in advance or when they arrive. Any info about allergies highlighted will be shared in advance of training, as students are asked to bring their own packed lunches to each training. <b>Collated by school accompanier, information to be shared on a need to know basis.</b></li> </ul>
Illness or Accident	Low	All	<ul style="list-style-type: none"> <li>• In the event that someone is taken ill, or an accident occurs, information about what medicines can be received, and any allergies, as well as contact details of family have been collected. <b>Collated by school accompanier</b></li> </ul>
Covid-19	Low / Medium	All	<p>In the spirit of acknowledging that Covid is still present and can still be a very worrying concern for staff and students. Please be aware of your own health and be advised that anyone displaying COVID like symptoms should be encouraged to NOT attend the training day.</p>