**Youth Summit – 10th October 2024**

**Risk Assessment**

The Youth Summit, scheduled for 10th October 2024 is an event for young people aged 11 to 25 hosted within a retail unit and within a central ‘walkway’ within the St Nicholas shopping centre in Sutton, this summit aims to bring together approximately 50-80 young participants and 15-20 dedicated organisations (adult attendees). The event offers a platform for interaction, learning, and collaboration, featuring informative stalls, age-appropriate activities, and valuable networking opportunities. With the safety and well-being of our attendees a top priority, this risk assessment has been prepared to ensure a secure and safe experience for all.

**Risk 1: Health and Safety of Participants**

Risk: Participants may encounter health and safety issues during the event.

Mitigation:

* Safety Briefing: Key information (including any relevant safety information) will be shared in advance on email to colleagues, volunteers and organisations who will be attending on the day.
* Slips and Trips Inspections: Conduct inspection of the event space to identify and promptly address any potential slip and trip hazards, such as uneven flooring, loose cables, or wet surfaces.
* Clear Signage: If relevant, we will place clear signage indicating wet or slippery areas, changes in floor level, and other potential hazards to alert attendees and prevent accidents.
* First Aid: Ensure First Aid equipment is on site and ensure a first aid trained colleague is in attendance throughout the event.
* Age-appropriate Activities: Ensure all activities are suitable for the age group.

**Risk 2: Fire Hazards**

Risk: There is a risk of a fire incident during the event.

Mitigation:

* Clear Fire Exits: Ensure fire exits are unblocked and clearly marked. As the event is being hosted in a public shopping mall fire exit provision is of a good standard.
* No Open Flames: Prohibit the use of open flames, such as candles or portable stoves, within the event space, and communicate this policy to all participants and exhibitors.

**Risk 3: Adequate Supervision of colleagues and volunteers**

Risk: Inadequate supervision of participants and volunteers may lead to accidents or issues.

Mitigation:

* Adequate Staffing: Ensure enough trained staff or registered volunteers are present throughout (At least 5 Volunteer Centre Sutton staff members will be present on the day throughout).
* Emergency Contacts: Maintain an emergency contact list for staff and volunteers. Ensure that all key personnel have the mobile number for Natasha Blok – Event Coordinator or Nick Baum – Community Support Manager at Volunteer Centre Sutton. Brief all relevant colleagues to contact Natasha or Nick immediately if there is a concern or issue.

**Risk 4: Allergies and Dietary Restrictions**

Risk: Food and drinks will be served at the event - participants may have allergies or dietary restrictions.

Mitigation:

* Allergen Labels: Clearly label food and drinks with allergen information. Ensure that the food station is attended at all times by a co-worker/adult.
* Alternative Options: Provide alternatives for specific dietary needs.
* Hygiene Stations: Provide hand sanitizers or hand washing facilities at a convenient location at the event space to encourage hand hygiene before and after consuming food.

**Risk 5: Emergency Evacuation**

Risk: An emergency may require the evacuation of the event space.

Mitigation:

* Emergency Procedures: The event is taking place in a public space, a well-established retail venue which has clear emergency exits points.

**Risk 6: Misconduct or Inappropriate Behaviour**

Risk: Misconduct or inappropriate behaviour may disrupt the event.

* Mitigation: Designated Contact: Appoint a responsible adult (Natasha Blok or Nick Baum) for reporting concerns who should be notified should any bad behaviour occur. Contact details (mobile number, whatsapp etc) for Natasha and Nick to be shared with all attending parties in advance of the event.

**Risk 7: Stalls and Exhibitors and Performers**

Risk: Stalls and exhibits may pose safety hazards.

Mitigation:

* Stall Safety: Ensure secure setup and conduct safety checks in advance of attendance by the young people.
* Designated areas: Ensure stallholders and performers are clear on the designated area allocated to them in advance. Ensure that they stay within their area and that any furniture/structures are clear of walkways and safe for the public before the event starts.
* Communication: Stallholders (organisations) will be sent clear instructions regarding the event in advance.

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**RISK ASSESMENT APPROVAL:**

**This Risk Assessment has been reviewed and approved by the undersigned:**

Community Support Services Manager - Volunteer Centre Sutton:  
Name: Nick Baum

(Digitally approved) Signature: *Nicholas Baum*

Date: September 12th 2024

**This Risk Assessment has been reviewed and approved by the undersigned:**

Organisations and Youth Participation Officer - Volunteer Centre Sutton:  
Name: Natasha Blok

(Digitally approved) Signature: *Natasha Blok*

Date: September 12th 2024