

Watford Village Hall Risk Assessment Form

School Groups/Children	Activity: Boxing (regulatory)/Education	Location: Watford Village
Assessed by: Mr Watts	Date of Assessment: 21/09/22	Date(s) of Activity: Every Monday 2024/25
Group Leader Mr Watts	Assistant/s: Sally Watts	

Location/Potential for Harm	Risks Who might be harmed?	Precautions To reduce the level of risk	Level of	Risk
			High, Medium/Low	Category A, B or C
General Guidelines for the hall	Staff	At the start of each session the equipment should be checked only by competent staff.	Low	A
	Staff/Students	Only qualified/designated individuals to be in the building alone working with the children.	Low	A
		All Individuals to be given a thorough induction prior to training including boundaries of behaviour.	Low	A
		Key holder to be responsible for opening and locking the building – ensuring all fire doors are secure and personal information put away.	Low	A
	Staff/students	Wear loose fitting clothes and trainers		

General guidelines for the kitchen	Students/staff	All knives/sharp utensils to be removed from kitchen.	Low	A
		Only an adult may make hot drinks/refreshments		
			Low	A
		Each session the equipment will be checked before session begins by all staff concerned.	Low	A
		On going risk assessment to be done by all workers.	Low	A
		Only qualified workers to lead session.	Low	A
		Young people to be given a thorough induction.	Low	A
		More than one member of staff during session (but 1 qualified).	Low	A
		All young people to remove any jewellery while training.	Low	A
		Ratio of 2:4 to begin with until peer working is safe to do (one staff must be qualified)	Low	A
Students Safety	Students	First aid kits, accident book or sheets to be available to all staff.	Low	A

First Aid	Staff	Replace out of date first aid equipment (consumables) and top up with essential items.	Low	A
Staff to follow Left Hook Learning Procedures	Staff	Staff to have access to forms of individual's allergies or behavioural issues.	Low	A
		All Staff to be aware of the confidentiality surrounding this information.	Low	A
		Staff to inform colleagues of their own medical issues and injuries.	Low	A
		Behaviour is to be discussed and firm boundaries given during the induction process.	Low	A
Behaviour	Students	No throwing equipment of any sort – ever.	Low	A
		Never at any time will the throwing of objects be tolerated. This will be highlighted during induction.	Low	A
		Individuals to consider their behaviour during sessions enabling all persons to be safe from harm.	Low	A
		Water to be provided either by		

Items needed during session	Staff	machine or bottles – also plastic cups.	Low	A
General Safety		To ensure all fire exits are kept free from punching bags and other objects – this will be discussed during individual induction.	Low	A
		Highlight where the fire exits are for the group.	Low	A
		To ensure all individuals do not run around the building.	Low	A
		Individuals do not distract others while working on punch bags/1 -1	Low	A
		Any spills to be mopped up immediately and not left. .		
		During induction workers to emphasise the importance of safety while using the equipment and show how to use them correctly, explaining why this is important allowing the individual to see the whole picture	Low	A
Road outside the hall	Students	Talk to children about road safety. Phone school as soon as possible if child absconds.		
Absconders	Students			
First Aid Staff: Mr Watts		Qualification: 1 st Aid at Work		Expiry Date: 30/09/25
Emergency Contact:				
Approved by:		Approved by EVC (where appropriate)		