

# Above & Beyond

*Developing  
Potential*



Communication  
Workshop

Risk Assessment  
& Session Plan

June 2016



<b>Communication Workshop- RISK ASSESSMENT</b>						
<b>What are the Hazards?</b>	<b>Who may be harmed and how?</b>	<b>What are you already doing to minimise risk?</b>	<b>What Further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Completed</b>
Resources faulty or poor quality	Everyone	Visually checking kit every session.	Remove from use to repair or replace	Above & Beyond Instructor	Before Every Session	
Participant injured during activity e.g. burn, allergic reaction etc.	Everyone	Qualified first Aider present at session with first aid kit including eye bath and burn kit.	Ensure first aid kit available	Above and Beyond Instructor	Before every session	
*Any Medical Conditions the Instructor should know about?	The participant with the condition	Collecting consent forms	Awareness - For Example  Diabetes - are glucose levels good; is the session taking place through a meal time?  Asthma – is the person’s inhaler to hand?	Above & Beyond Instructor	At the beginning of session	

Items marked with a \* can be establish with a cover letter and consent/medical/health form obtained before the session.  
 Above & Beyond will supply Activity & Medical Consent form

Below are examples to include in your information to parents/carers

- When attending the session participants should be dressed appropriately. Do not wear expensive clothing.
- Please complete the attached Activity & Medical Consent form stating any illness or medical condition we should be aware of.
- Water and Drinks should available during the session.
- All safety gear is provided and all Above & Beyond Staff.

**No more than 12 Young People**

**Session Plan.**

- Introductions
- Group activity briefing
- Safety Talk
- Initial Demonstration of activities.
- Ongoing support and encouragement during whole activity session.
- Help to clean and pack equipment away.
- Award of Participation Certificates.