

## For The Strength of Youth (FSY) Conference 2019 Risk Assessment

### Background

This is the full, five-day, overnight program which begins on Monday morning and concludes early Saturday morning. Youth have the opportunity to learn and grow together while attending classes, devotionals and firesides together. Highlights of the week include Family Home Evening, dances, a musical program, a games night, service projects, a variety show, good food, and a testimony meeting. The main benefits are new friendships, strengthened testimonies, and lasting memories.

FSY is a youth program with the objectives to encourage, assist, and guide youth participants (ages 14–18) as they strive to “come unto Christ.” FSY creates a setting where youth have the opportunity to develop spiritually, physically, intellectually and socially. FSY programs are held throughout the world every summer and are attended by more than 50,000 youth. Sessions are primarily supervised by young-adult counsellors (who are DBS checked) between the ages of 20-30 and who are positive role models for the youth. All sessions are directed by adult instructors.

All FSY staff are volunteers. The young adult counsellors attend 4 days of training prior to the conference where they are trained on their responsibilities including health and safety.

In 2019 approximately 1400 youth will attend over 2 weeks.

This conference is being held at the [East Midlands Conference Centre, part of Nottingham University](#) which is a modern conference centre.



NC Risk Assessment  
2019.pdf

The university has produced its own risk assessment which is attached with this risk assessment.

and all FSY staff should read and familiarise themselves

Please note the university have issued the following statement:

*Following the tragic events at Grenfell Tower and in accordance with Department for Communities and Local Government guidance, the University has reviewed our estate to identify the use of Aluminium Composite Materials (ACM) panels. We can confirm that we do not have any tall residential buildings with these panels and as such we do not consider any of our residential buildings to present a fire risk. We will of course continue to review the situation and comply with all guidance issued.*

Date: 09.07.19

Completed by: Stephen Janickyj

What are the hazards	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action	Date action to be taken by
Slips, trips and accidents	Youth and FSY staff may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"><li>• All site is well lit, including stairs</li><li>• Good housekeeping in place</li><li>• Centre is regularly cleaned by conference centre and to be kept tidy by youth and FSY staff</li><li>• There are 5 health counsellors on site all trained to a minimum of 1<sup>st</sup> aider standard, who can be contacted at all times by walkie talkie/mobile</li><li>• The Queens Medical Centre (hospital) is only a 3-5-minute drive away from the site and there is a walk in centre both on site and in Nottingham</li><li>• All youth with health conditions are identified prior to the conference and a plan agreed for their care during the conference</li><li>• A record of all accidents will be maintained</li><li>• Ensure all walkways are kept clear</li><li>• All cables taped and checked to avoid trip hazards</li></ul>	All FSY Staff in consultation with Conference Centre Staff	29.07.19 & throughout conference
Fire	If trapped, Youth and FSY staff could suffer from smoke inhalation/burns	<ul style="list-style-type: none"><li>• Conference centre and university has fire risk assessment</li><li>• Fire evacuation procedures issued by conference centre</li><li>• Fire evacuation procedures understood by all FSY staff and reviewed with youth so they understand procedures</li></ul>	All FSY Staff in consultation with Conference Centre Staff	29.07.19 & throughout conference

		<ul style="list-style-type: none"> <li>• Fire safety instructions are displayed in all buildings including bedrooms</li> <li>• All youth to be reminded about fire evacuation procedures at orientation and by counsellors</li> </ul>		
Food	Youth and FSY staff may suffer food poisoning etc if food not properly prepared	<ul style="list-style-type: none"> <li>• All food prepared by university staff in their kitchens which satisfy food safety standards</li> <li>• All youth and FSY staff attending have identified any dietary requirements and these have been shared with conference centre/university</li> <li>• Counsellors to ensure they are aware of the dietary needs of their youth and their youth take appropriate action regarding these needs</li> </ul>	Conference centre/university staff FSY Administrators FSY Staff	29.07.19 & throughout conference
Risk of Legionella	Youth and FSY staff may be made ill by water on site	<ul style="list-style-type: none"> <li>• University/conference centre has a legionella control programme in accordance with the requirements as contained in HSE approved code of practice</li> </ul>	FSY Administrators to check	29.07.19
Youth left unattended or not supervised correctly	Youth could have an accident or be harmed by visitors to the site	<ul style="list-style-type: none"> <li>• All youth have pre-registered on line (including a photograph) and upon arrival have their registration confirmed including being issued with name tags &amp; wrist bands which must be worn at all times</li> <li>• All FSY staff wear same identification</li> <li>• Conference centre/university provides onsite 24-hour security staff</li> <li>• Any visitors to conference centre without identification to be challenged</li> <li>• All youth are allocated to a group of the same sex (maximum of 12) which is supervised at all times by a young adult volunteer (counsellor) of the same sex</li> </ul>	All FSY Staff in consultation with Conference Centre Staff	29.07.19 & throughout conference

		<ul style="list-style-type: none"> <li>• These young adult volunteers are supervised by others (assistant coordinators) on a 1:6-8 ratio</li> <li>• These assistant coordinators are supervised by 2 young adult conference coordinators who are supervised by 2 conference directors</li> <li>• These counsellors are required to ensure their youth are supervised at all times and that the appropriate documentation is kept regarding Head Count and Lights Out.</li> <li>• All youth to be reminded about safety at orientation including taking care when crossing roads.</li> </ul>		
Dehydration	Participants: can cause dizziness, headaches & tiredness	<ul style="list-style-type: none"> <li>• Water stations have been provided to ensure all participants have access to water.</li> <li>• Water bottles for water stations have been ordered to ensure plenty of water throughout week</li> <li>• All participants will receive a FSY water bottle which can be filled throughout week at water stations</li> <li>• Ensure youth regularly fill water bottles throughout conference</li> <li>• All participants/counsellors will receive a bottle of water with their lunch &amp; water available at breakfast/dinner</li> </ul>	<p>FSY Administrators &amp; Conference Centre FSY Administrators</p> <p>FSY Administrators</p> <p>All FSY Staff</p> <p>FSY Administrators &amp; Conference Centre</p>	29.07.19 & throughout conference
Overcrowding	Youth & staff, crush injuries, increased difficulty of evacuation in	<ul style="list-style-type: none"> <li>• Ensure room capacities as provided by university staff are adhered to.</li> <li>• Ensure one-way system (clockwise around corridors) is followed.</li> <li>• One-way system put in place to stop counter currents of movement forming.</li> </ul>	All FSY Staff	29.07.19 & throughout conference

	event of emergency	<ul style="list-style-type: none"> <li>• Counsellors used to guide participants and to ensure no running in the centre takes place.</li> <li>• Counsellors located at certain points to direct the youth to the appropriate classes and exits.</li> </ul>		
Falling off stage	Youth & Staff – fall injuries	<ul style="list-style-type: none"> <li>• Ensure youth/leaders are instructed to be careful around edges of the stand.</li> <li>• Constantly monitor for unsafe behaviour.</li> <li>• Ensure presenting and music conducting is performed away from the edge of the stage</li> </ul>	All FSY staff	29.07.19 & throughout conference

The following are smaller risk assessments for set activities throughout the week:

**AC Activity: Check-in & Classes**

**ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Increased indoor traffic	Participants: crowd crush, anxiety, falls	<ul style="list-style-type: none"> <li>• Participants will be dismissed to classes in intervals to avoid heavy indoor traffic - this is likely to be in AC groups.</li> </ul>	All FSY Staff	29.07 & 30.07.19

Any update added by:

Date

**AC Activity: Testimony Meeting, Sharing the Gospel Activity, PMG & Service Project**

**ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Misuse of equipment (service project), e.g. Looms, Hooks Scissors and Knitting Needles	Youth & staff. Various injuries, including cuts and stab wounds.	<ul style="list-style-type: none"> <li>• Youth to be supervised when using equipment.</li> <li>• Leaders to insure equipment only used when sitting down.</li> <li>• Leaders to ensure no running with</li> </ul>	All counsellors to supervise youth as per standard procedures.	29.07.19 & throughout conference

		equipment		
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Any update added by:

Date

**AC Activity: Musical Programme**

**ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Fainting / Passing Out	Participants (Falling Over etc.)	<ul style="list-style-type: none"> <li>• Ensure sufficient breaks are taken</li> <li>• Instruct youth if they feel faint to sit or to make it known to someone close by</li> <li>• Youth who have medical issues may sit if they wish</li> <li>• Ensure youth have bottled water and keep hydrated</li> </ul>	FSY Staff involved in music programme	29.07.19 & throughout conference

Any update added by:

Date

**AC Activity: Variety Show**

**ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Cables	All walking around the stage: trip hazard.	<ul style="list-style-type: none"> <li>• Ensure communication with the person responsible for the AV equipment to ensure the cables are laid down in the safest way possible and taped them down.</li> </ul>	AC responsible for AV	29.07.19 & throughout conference
Fainting / Passing Out	Participants: falling over	<ul style="list-style-type: none"> <li>• Ensure youth remain hydrated and positive throughout the try outs and show.</li> <li>• Instruct youth to sit down if they feel unwell and inform a health counsellor.</li> </ul>	FSY staff involved in variety show	29.07.19 & throughout conference

Any update added by:

Date

**AC Activity: Favourite Food Night****ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Food Allergies	Participants and counsellors involved	<ul style="list-style-type: none"> <li>Allergies have been identified before FSY starts.</li> <li>Alternative food has been sourced and will be supplied and clearly differentiated to avoid confusion.</li> </ul>	Administrators	31.07.19
Injuries	Participants and counsellors involved	<ul style="list-style-type: none"> <li>Counsellors to calm rowdy youth.</li> <li>Health and safety awareness</li> </ul>	Counsellors	31.07.19

Any update added by:

Date

**AC Activity: Banner & Cheer/Games Night****ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Injury from games	Participants: may fall or collide with another youth causing an injury	<ul style="list-style-type: none"> <li>Advise youth to be aware of others during the games and stop if one youth is not behaving appropriately, potentially increasing the threat of injury to themselves or other participants.</li> <li>Avoid any games/stop a game if it poses an excessive risk of injury to the participants</li> <li>Immediately contact health counsellors if any incident arises</li> </ul>	All FSY Staff	31.07.19
Exhaustion	Participants: Excessive exertion during games causing	<ul style="list-style-type: none"> <li>Make sure youth are aware they can sit out if they are struggling</li> <li>Ensure counsellors are aware of any youth who are struggling</li> </ul>	All FSY Staff	31.07.19

	fainting/passing out			
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Any update added by:

Date

**AC Activity: Dances and Dance Instruction**

**ACs:**

What are the hazards e.g. what could go wrong	Who might be harmed and how	What action is to be taken to manage this risk	Who will take this action and when by	Date action to be taken by
Injury from dancing	Participants and counsellors involved: may fall or collide with another youth causing an injury	<ul style="list-style-type: none"> <li>Advise youth to be aware of others during the dances and to avoid any harmful moves (jumping, flips, moshing, lifts etc.)</li> <li>Ensure staff stop youth immediately that are not behaving appropriately, potentially increasing the threat of injury to themselves or other participants</li> <li>Immediately contact health counsellors if any incident arises</li> </ul>	All FSY Staff	30.07.19 & 02.08.19
Exhaustion	Participants and counsellors involved: Excessive exertion during dances causing fainting/passing out	<ul style="list-style-type: none"> <li>Ensure youth have enough water to drink, to keep hydrated</li> <li>Ensure counsellors are aware of any youth who are sitting down, or have expressed exhaustion</li> <li>Ensure air conditioning is functioning</li> </ul>	FSY Staff in rotas (water and chaperones)	30.07.19 & 02.08.19

Any update added by:

Date