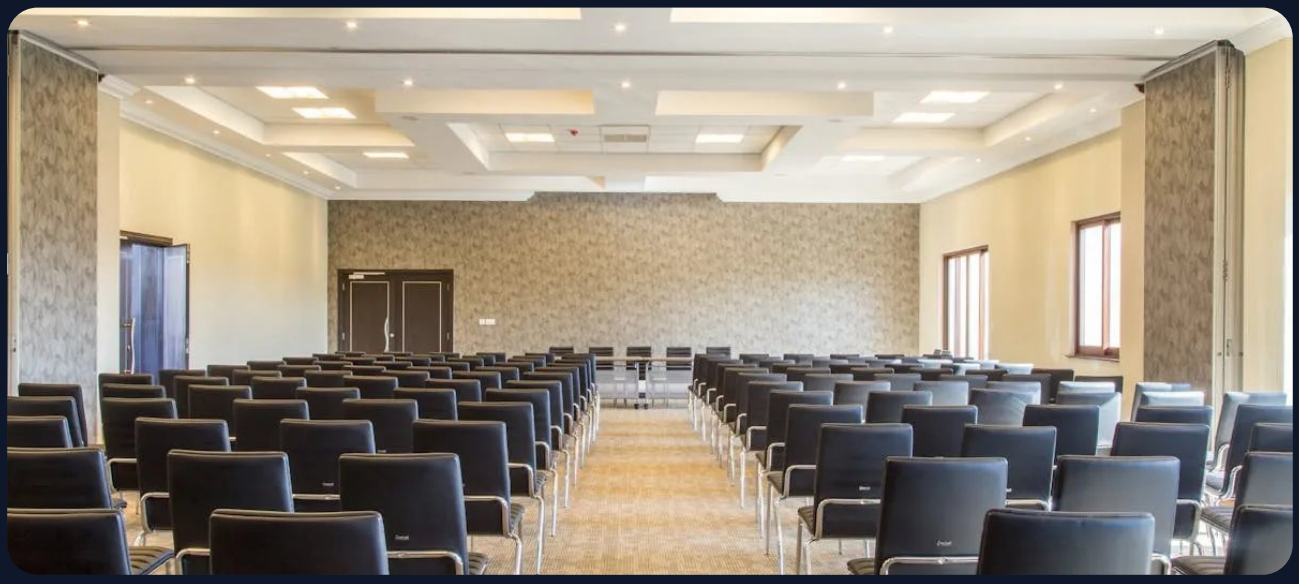
RISK ASSESSMENT WIZARD



YOUTH CONFERENCE/SEMINAR

Safety Guide

Youth Group

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Education

Provides educational opportunities on relevant topics and issues.

Networking

Enhances networking and social interaction among participants.

Leadership

Promotes personal growth and leadership development.

Confidence

Builds confidence through public speaking and presentation skills.

KEY HAZARDS & CONTROL MEASURES

Crowd Management

- ✔ Venue capacity limits observed
- ✔ Clear registration system
- ✔ Visible ID badges issued
- ✔ Regular headcounts conducted

Fire Safety

- ✔ Fire exits clearly marked
- ✔ Evacuation plan communicated
- ✔ Fire marshals designated
- ✔ Assembly points identified

Food Allergies

- ✔ Dietary requirements collected
- ✔ Food clearly labeled
- ✔ Allergen-free options provided
- ✔ First aiders allergy-trained

Medical Emergencies

- ✔ First aiders on site
- ✔ Medical room available
- ✔ Health info collected
- ✔ Emergency access clear

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Venue

- [ ] Fire exits checked
- [ ] Capacity confirmed
- [ ] Accessibility verified
- [ ] Evacuation plan ready

Registration

- [ ] Check-in system ready
- [ ] ID badges prepared
- [ ] Emergency contacts collected
- [ ] Health info accessible

Catering

- [ ] Allergies documented
- [ ] Food labeled
- [ ] Water available
- [ ] Hygiene standards met

Emergency

- [ ] First aiders briefed
- [ ] Medical room set up
- [ ] Fire marshals assigned
- [ ] Communications tested

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

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Add your branding & tailor to your needs

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- ✔ Store and update assessments online
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