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**Site Risk Assessment – Ray of Light Youth Mentoring CIC**  
**Location:** Garden Cabin with Separate Access  
**Purpose:** To identify and manage any significant risks associated with mentoring sessions held on site.

| **Hazard** | **Who Might Be Harmed** | **Risk Level** | **Control Measures in Place** | **Further Action Required** |
| --- | --- | --- | --- | --- |
| **Access and Entry** | Young people, staff | Low | Secure separate access via locked car park gate during sessions. Gate monitored by staff. | Periodically test gate locking mechanism. |
| **Slips, Trips, and Falls** | Young people, staff | Low | Clean, clear pathway to cabin; regular maintenance of outdoor surfaces. | Monitor condition after weather changes. |
| **Fire Safety** | All occupants | Low | Smoke alarm installed; exit route clearly marked; fire extinguisher available. | Conduct regular fire drill and equipment check. |
| **Medical Emergencies** | Young people, staff | Low | First aid kit in cabin; staff trained in basic first aid. | Review kit contents termly and restock as needed. |
| **Supervision and Safeguarding** | Young people | Low | 1:1 sessions only; DBS-checked staff; safeguarding policy followed. | Ensure safeguarding policy is regularly reviewed. |
| **Visitors or Intrusion** | All occupants | Very Low | Sessions are pre-booked; no unauthorised visitors permitted; gate locked. | Keep visitor log and review visitor policy annually. |

**Date of Assessment:** 1/1/2025

**Conducted by:** Phil Ray, Founder & Mentor  
**Review Due:** 1/1/26