

RISK ASSESSMENT: GENERIC OUTDOOR GAMES AND ACTIVITIES AT THE ADUR CENTRE

Assessment to be agreed and signed for by: Alistair Cole

Position: Director

Date: 2nd February 2018



What hazards are present or may be generated	Degree to potential injury	What existing controls are already in place to either eliminate or reduce the risk of an accident happening?	Probability of an accident happening?	What is the risk factor?
Inappropriate or poor choice of venue.	Serious Injury	Only Adventure Activities Licensing Service (AALS), registered providers should be used, alternatively staff holding a nationally recognised qualification issued by a recognised awarding body may lead the activity. Party leader assesses the venue for the ages, abilities, special needs requirements and travelling distance from the camp.	Possible	Low Risk
Unsuitable instructors or qualified staff	Serious injury	It should be established that the facilities on offer are suitable for the group with the activity provider. Party Leader should obtain a copy of the provider's "Risk Assessment Summary" for details of their operations and staff/instructors. Party leader obtains confirmation from the provider that the instructors and staff are qualified to run the various activities.	Possible	Low Risk
Inexperienced or insufficient support staff or helpers		All helpers and support staff are briefed as what their particular role and function will be during the visit. Only helpers and support staff deemed competent by the party leader are permitted to assist during the visit, extra staff maybe necessary to account for children with special needs etc. The party leader decides on the level of help needed for the visit. The Party Leader nominates a deputy in case of emergencies.	Possible	Low Risk
Clothing and footwear	Minor injury	The party leader takes into account changeable weather conditions taking into account hot, windy, wet/rainy or cold weather. Staff and pupils should be	Unlikely	Low Risk

		briefed as to what clothing and footwear maybe necessary for the duration of the visit. Sun Bloc/Creams are self-administered by children.		
Environment	No injury	Party leader to have "Plan B" in case of adverse weather conditions. The activity provider should be asked if there is alternative indoor or under cover activity which can be used as a substitute activity. <input type="checkbox"/> Party leader to contact the meteorological office to check on the weather conditions forecast for the day of the visit.	Improbable	Cans, Wrappers, packaging of any description, glass, cellophane and fins should not be discarded during the visit. All waste products should be suitably bagged up and properly disposed of. <input type="checkbox"/> No Flora or Fauna should be removed except with the landowners express permission. <input type="checkbox"/> Damage to property and the environment should be actively discouraged and enforced.
Emergency contact details and medical information	Serious injury	A fully charged mobile telephone is available with pre-programmed numbers available to all staff. <input type="checkbox"/> Party leader has each child's medical information available in case an emergency situation arises. Prior to the visit Consent forms are returned to the camp with parental permission and medical information about each child. <input type="checkbox"/> Any permitted medication is held by the party leader. Emergency contact details are always held by the party leader. Each child's medication is labelled with doses and times of administration and only applied by	Remote	Low Risk

		authorized staff. <input type="checkbox"/> Staff do not administer medication unless qualified to do so		
Anti-Social and unacceptable behaviour	Minor injury	A code of conduct is drawn up and understood by everyone on the visit to read and/or understand so everyone knows the level of behaviour is expected during the visit. Staffing ratios may need to be adjusted to account for children that exhibit challenging or disruptive behaviour. Party leader will need to have a plan in place to deal with children that may be at risk of absconding from the group. The use of alcohol or any un-prescribed drug or substance is prohibited. <input type="checkbox"/> Smoking should be discouraged by people on the visit. <input type="checkbox"/> Noise pollution must be kept to a minimum	Possible	Medium Risk
Accidents & Injuries	Serious injury	The activity provider must supply details of First Aid stations and staff that are qualified to administer first aid. Party leader or another supervising adult/s must be first aid trained and first aid provision must be available during the visit. Any incident or accident must be reported and recorded. Staff must be able to summon the emergency services in case of major incident or accident. A pre-briefing should be held to inform children and staff of the risks, constraints and requirements associated with items of equipment etc.	Remote	Low Risk
Disabled Access & Facilities	No injury	Party leader to ensure, that if anyone on the visit that has a mobility difficulty the provider has the necessary disabled toilets and facilities available on site. <input type="checkbox"/> Party leader to ensure that the activity centre is able to provide access, facilities and equipment for disabled users.	Remote	Low Risk
Supervision	Serious injury	Party leader will assume overall responsibility <input type="checkbox"/> The recommended ratio for adults – children is 1:4 for ages 3 to 5, 1:8 for ages 5 to 8 and 1:12 for ages 9 – 11. Additional supervision maybe necessary if the visit is shared with other schools/camps or open to the public. Regular head counts are made to check on child numbers. Party leader assesses the ages and maturity of the group when deciding staffing ratios. All supervising	Possible	Medium Risk

		<p>staff and helpers are fully briefed about what is required for emergency procedures. Any adult having unsupervised access to children must be CRB checked. Children should be monitored after each activity (especially any physical challenge) and during the visit for tiredness and fatigue. Party leader should ensure that children do not access any activity where there is a height or age restriction. Children should not be allowed to access any activity where there is a risk to personal health & safety. Activity provider to supply any safety equipment necessary to safely complete the activity. □ Care should be taken when taking personal items on visits (cash, cameras, wallets & purses etc.). These should be monitored and controlled by the party leader. Any refusal by a child to wear protective/safety equipment must result in that person not participating in the activity.</p>		
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