**Risk Assessment Review:** February 2025

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| **Activity** | **Risk Factors** | **Risk level without controls & measures** | **Controls & measures** | **Risk levels with controls and measures** | **Responsible person** |
| Drop off | Child dropped off without an adult  | Medium | * Ask the person who has dropped them off who they are and ask for details (name and relation to child)
* Inform guardian in future that they need to be informed who is dropping off and collecting their child if it isn’t them
 | Low | Leader |
|  | Child dropped off without a drink and/or appropriate clothing  | High | * Let the guardian know that their child cannot take part in the activities wearing inappropriate clothing (e.g., jeans, skirt, dress, crop top) and without access to a drink and supportive trainers
 | Low | All staff |
|  | Child dropped off without making a member of staff aware | High | * Keep an eye out if any children are outside or in the reception area
* Inform the guardian this cannot happen again and that a member of staff has to be informed when dropping off their child
 | Low | Leader |
| Outdoor activities | Underfoot conditions | High | * Remove any tripping hazards and spillages.
* Make sure all participants have clean and dry footwear before going into the facility.
 | Low | All staff |
|  | Fence/wall | Medium | * Have activities away from the fences/wall when possible and mention to the participants to be aware of them
 | Low | All staff |
|  | Clothing  | High | * Before each session check whether the clothing and footwear the participants are wearing are appropriate for the activities and the weather
* Make sure no watches or jewellery is being worn before each session
 | Low | All staff |
|  | Size of space | High | * Monitor size of group for the space they have.
* Make everyone aware of their surroundings; floor, wall/fences and any equipment outside
* Provide appropriate games and activities for the space availability
 | Low | All staff |
|  | Equipment | High | * Check that all equipment is safe to be used with no faults
 | Low | All staff |
|  | Participants | High | * Mention and reinforce expectations of behaviour and health and safety
* Have children in different groups according to physical development
 | Low | All staff |
|  | Hot weather | High | * For high temperatures remind guardians to have plenty of fluid, a cap and sun cream for their children
* Check-in and monitor children so they aren’t getting too hot to prevent dehydration, heat stroke and heat exhaustion. If they are beginning to show signs then keep them shaded, make sure they have access to a cold drink and get their wrists and face cool with cold water. If it escalates then get them in the recovery position, stay with them and call 999. Monitor and get a member of staff to ring their guardian
 | Low | First aiders |
|  | Cold/wet weather | High | * For cold/wet conditions remind guardians to provide a coat/extra layers for their children to keep them warm throughout the session
* Check-in and monitor that children are warm and comfortable throughout the session
* Have access to an indoor facility if it is becoming uncomfortably cold and wet outside
 | Low | First aiders |
| Refreshments/food | Allergies | High | * Allergies are declared on forms and all staff are made aware of any
 | Low | First aider |
|  | Choking | Medium | * Children monitored and first aider on site
* Make sure no participant has any chewing gum or sweets in their mouth
* When eating remind children to be sat down
 | Low | First aider |
|  | Dehydration | Medium | * Check if each child has a drink with them and that it is an adequate amount for the session
* Have clean water access on site
 | Low | First aider |
| Indoor facility | Furniture | High | * Before the session begins have chairs and tables arranged so there is suitable space for when seated, stood up and walking in the indoor facility
 | Low | All staff |
|  | Equipment  | High | * Have equipment organised in bags/boxes or on the tables to be used and not on the floor as a tripping hazard
* If in bags/boxes have them away from walkways
 | Low | All staff |
|  | Space | High | * Make sure furniture, equipment and the amount of participants is still providing enough space for walk ways and to do the activities
* Make sure exits can be safely opened
 | Low | All staff |
| Toilets | Children using the correct toilet | Low | * Staff to ensure children are aware of the correct toilet for sessions
 | Low | All staff |
|  | Child protection issues regarding other people in the toilets  | Low | * Staff to ensure no one from outside comes into the building and goes into the children’s toilets
* Staff to not accompany children past the main toilet door
* Staff to be aware of when children in their group have gone to the toilet and make sure they return promptly
 | Low | All staff |
| Collection | Collecting child without notifying a staff member  |  | * Make sure guardians know to make a staff member aware that they are there and see them collect their child
* If they collect them without notifying then make contact to gain clarity and remind to not do it again
 | Low | All staff |
|  | Collecting late  |  | * Make guardians aware of collection time and if they are running late to make sure they let the staff leader know
* Make guardians aware of the late collection policy
 | Low | All staff |