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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 |
| Sports Hall | 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 |
|  | Ceiling | Medium | * Check if anything is hanging from the ceiling and could fall and cause injury
 | Low | All staff |
|  | Walls | Medium | * Have activities away from walls 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
* 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; hard floors, walls and any equipment in the room
* 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 |
| 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
 | Low | First aider |
|  | Dehydration | Medium | * Check if each child has a drink with them and that it is an adequate amount for the session
 | Low | First aider |
| 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  | Low | * 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  | Low | * 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 | Leader |
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