|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |