

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

General Recreation and Unsupervised Activities

PART 1 : ADMINISTRATIVE DETAILS

<b>Section/Establishment Name:</b> Lea Green Centre			
<b>Date of Assessment</b>	8/10/13	<b>Date of Issue</b>	1 January 2014
<b>Assessment carried out by</b>	DS	<b>Signature</b>	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
26/11/20	VG			N
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 22	IW/GN/PV	4/11/2022	Y	
Nov 23	IW/GN/DH/PV	14/11/2023		N

**Affected persons:** Young People/Clients  Staff  Visitors  Contractor  Others (specify)

<b>Name of Manager confirming and agreeing Assessment:</b>	IP
<b>Signature:</b>	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

# RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><b>Slips, trips and falls.</b></p> <p><b>Extreme weather.</b></p> <p><b>Injuries caused through incorrect use of equipment.</b></p>	<ul style="list-style-type: none"> <li>• All groups to wear appropriate footwear and clothing.</li> <li>• Groups will receive briefing on specific problems and identified hazards such as nets, posts, slippery surfaces, running inside buildings etc.</li> <li>• Any no-go areas should be identified and groups briefed to stay within designated area.</li> <li>• All groups to have access to first aid kit, first aider and know where to report to in case of a problem.</li> <li>• Check group to ensure appropriate clothing for weather conditions / time of year.</li> <li>• Staff should be aware of current weather forecast.</li> <li>• Activity adapted or abandoned where appropriate.</li> <li>• Groups to be briefed on safety measures for activities by visiting staff.</li> <li>• All activities will be either supervised by Lea Green members of staff or will require adult/parental supervision. This may be remote supervision.</li> </ul>	<p>✓</p>	<p>Instructor leading the session</p>			

<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Group briefing and management.</li> <li>• Staff vigilance.</li> <li>• 'Regrouping' signal e.g.; whistle.</li> </ul>		<p>Instructors and other group leaders to be aware of all groups on site during sessions.</p>	
<p><b>Inappropriate behaviour.</b></p>	<ul style="list-style-type: none"> <li>• Group briefing and supervision.</li> <li>• Use of 'sin-bin' facility and / or suspension of the activity.</li> </ul>			
<p><b>Collisions with other players, posts etc during team games.</b></p>	<ul style="list-style-type: none"> <li>• Emphasis on 'friendly' games only.</li> <li>• Visiting staff awareness of any highly competitive or aggressive players.</li> <li>• Group to be briefed on appropriate level of intensity for session with regard to age and size of group members, especially where there is a significant range of size within the group.</li> </ul>			
<p><b>Collision with traffic.</b></p>	<ul style="list-style-type: none"> <li>• Briefing on busy nature of site and care to be taken when near roads and car parks.</li> <li>• Site speed limit and 'sleeping policemen'.</li> </ul>			
<p><b>Injuries sustained from jumping/falling off walls.</b></p>	<ul style="list-style-type: none"> <li>• Group briefing on location of walls around the site and appropriate movement during the activities.</li> <li>• Groups to be briefed on all out of bounds areas and equipment and informed of any work taking place on site and special arrangements in place, and any specific hazards.</li> </ul>		<p>Specific hazards will be cordoned off separately</p>	
<p><b>Fire</b></p>	<ul style="list-style-type: none"> <li>• Initial briefing to include assembly</li> </ul>			

<p><b>Illness</b></p> <p><b>Additional potential hazards associated with a person's disability</b></p>	<p>points in case of fire.</p> <ul style="list-style-type: none"> <li>• Staff should make themselves aware of existing medical conditions within the group.</li> <li>• Additional measures may need to be taken to enable visitors with a disability to access the area on site and engage with the activity</li> </ul>		<p>Ensure staff or individuals are carrying appropriate inhaler, adrenalin auto injector etc.</p> <p>A discussion with visiting staff/carers should be had to decide on the most appropriate way to access the site. Or whether a more accessible location is used.</p> <p>Additional staff may be required.</p> <p>Additional time may need to be factored into the session.</p> <p>Less mobile visitors may be more sensitive to environmental conditions and need closer supervision</p> <p>Handling belts may be used to assist less ambulant users</p>	
<p><b>Transfer of responsibilities</b></p>	<p>The visiting group leader has overall responsibility for the group at all times. The centre managers of Lea Green have responsibility for the programme, equipment, and facilities and for operating the centre to legal requirements. Lea Green/Whitehall staff will be responsible for the safety and management of participants on all activities provided by the centres.</p> <p>It is essential that visiting staff provide information regarding individuals (see attached sheet) and offer appropriate support to enable Lea Green staff to perform their duties. Visiting staff always retain a duty of care for the participants under 18 (or have overall parent/guardian responsibility). If a participant is withdrawn from the "led" activity for any reason, then the responsibility for those withdrawn will revert to the visiting staff. If at any time visiting staff are unhappy about any activity, it is essential that they</p>			

<p><b>Supervision when not on activities</b></p>	<p>make their concerns known to the centre staff at the earliest opportunity. Visiting staff may insist that an activity does not continue on the grounds of physical or psychological harm, or the activity is not commensurate with their planned outcome.</p> <p>Visiting staff are responsible for the supervision of their groups when not on a structured session led by the centre's staff. Lea Green will have a member of staff on site with a first aid qualification for the duration of their stay. Rules and safety procedures will be discussed with you on arrival at the centres</p>					
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