

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: Major Non Residential Day

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre			
Date of Assessment	17/10/13	Date of Issue	1 January 2014
Assessment carried out by	DS	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
26/11/20	VG		Y	
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 22	IW/GN/PV	3/11/22		N
Nov 23	IW/GN/DH/PV	14/11/23		N

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

Name of Manager confirming and agreeing Assessment:	VG
Signature:	

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>Safeguarding</p> <p>Inappropriate behaviour</p> <p>Illness</p> <p>Injury</p>	<ul style="list-style-type: none"> • Staff briefing • Staff vigilance • Lost person collection point identified • Briefing for visitors and/or their parents/carers and appropriate management of session • Use of 'Sin Bin' facility or suspension of activity. • Exclusion of individual participants from activity / or site if necessary. • Parents / Carers / Individuals should ensure that staff are aware of existing medical conditions that may affect them taking part in the activities. • Regular checks of equipment and on-going repairs. • Visual check carried out by staff before each activity. • Defective equipment to be withdrawn from use. • Visitors to be briefed on safety measures for Lea Green led activities. Supervision and staff intervention if necessary. • Activities will be either supervised by Lea Green members of staff or will require adult/parental supervision. This may be remote supervision. • Members of Lea Green staff to patrol 		Instructor leading the day	<p>Statement regarding appropriate behaviour and supervision on consent form</p> <p>Ensure parents/carers or individuals are carrying appropriate inhalers, adrenalin auto injector or medication.</p> <p>Liaise with other organisations or DCC Departments that all relevant information is provided. Knowledge of relevant health and safety procedures as appropriate. Group lists provided as appropriate. Statement regarding appropriate behaviour and supervision on consent form</p>		

<p>Weather and environmental hazards.</p> <p>Collision with traffic.</p> <p>Slips, trips and falls.</p>	<p>unsupervised areas during the day and intervene if appropriate.</p> <ul style="list-style-type: none"> • First aid equipment sited appropriately. • All activities to operate under normal operating procedures and risk assessments. • All staff appointed to activities to be experienced in running that activity and first aid trained. • Staff team to receive a brief prior to activity day. Use of radios in key areas to increase communication and network of supervision. • In the event of a major incident – Lea Green critical incident plan to be initiated. <ul style="list-style-type: none"> • Activity adapted or abandoned where appropriate. • Ongoing risk assessment at start and during day, weather conditions continually monitored. • Individuals' kit checked before session to ensure adequate protective clothing and equipment for each activity. • Suitable emergency equipment accessible <ul style="list-style-type: none"> • Briefing on busy nature of site and care to be taken when near roads and car parks. • Site speed limit and 'sleeping policemen'. • Car parking and traffic supervisors to wear high visibility jackets when controlling traffic. <ul style="list-style-type: none"> • Groups to be briefed on the use of helpers where appropriate and on handling of group members where this is part of the activity. • Special care to be taken when lifting or carrying group members, Staff to supervise and intervene if necessary. • Helmets to be worn where designated. 			<p>Information regarding the nature of the day discussed with the organisers who will distribute to participants.</p>		
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Additional potential hazards associated with a person's disability

- Additional measures may need to be taken to enable visitors with a disability to access the site and engage with the activities.

Additional staff may be required.

Additional time may need to be factored into the session.

Handling belts may be used to assist less ambulant users

Less mobile visitors may be more sensitive to environmental conditions and need closer supervision

For visitors with disabilities a discussion with the participant along with visiting staff/carer should be had to ensure the most appropriate PPE is worn.

Changing places toilet to be made accessible

