

Activity / Location	Risk Factors	Risk level w/o controls & measures	Controls & Measures	Risk levels with controls and measures	Responsible person
Outside activities at Mangotsfield Primary School	1) Moving to / from the indoor buildings to the outdoor space	Medium	1) Children to use pathways and steps in sensible manner e.g no running 1) Children must walk 1) Adults observe the children	Low	Camp leader
	2) Slip/trip risk	High	2) Take care when playing games on a very wet surface 2) Remove any trip hazards 2) Ensure the ground is even in the playing area	Low – medium	Camp leader
	3) Balls/bats	Medium	3) children told not to throw balls at another child 3) Guidelines given re= safe handling of bats, 3) During dodgeball the children can only be hit below the knee	Low	Camp leader
	4) Parachutes	Low	4) Light weight parachute so low suffocation risk when children are underneath the parachute 4) Many adults to observe when all children are under the parachute	Low	Camp leader
	5) Injuries	Medium	5) Children will have stretched and warmed up during the aerobics 5) Children will run on an even area of grass 5) Games have been risk assessed as has the equipment to be used so adults are aware of safety rules 5) 1st aiders on site	Medium	First aiders - camp leader and assistant
	6) Natural elements (sun, stings etc.)	Medium	6) Children outside for a short period of time, should be kept in shade if sun is hot. 6) Advise parents to send children with hats and to put on suncream before the club 6) Children must wear shoes outside	Low	Camp leader
Indoor Activities at MPS	1) Size of space, hard surfaces, appropriate games	Medium	1) Ensure there is adequate space for the number of children to conduct any given activity. 1) Make everyone aware of the surroundings; hard floors, walls, and any equipment in the room 1) Provide appropriate games / activities for the space availability	Low	Camp leader

Activity / Location	Risk Factors	Risk level w/o controls & measures	Controls & Measures	Risk levels with controls and measures	Responsible person
	2) As above for outdoor games 2), 3), 4), 5)	Low-medium	2) As above for outdoor games 2), 3), 4), 5)	Low	Leader
Refreshments	1) Foods/drinks	Medium	1) Make sure children all wash hands before and after food to avoid any contamination or spread of germs 1) Keep anti-bac hand gel onsite for use by children after washed hands	Low	Leader / assistants
	2) Allergies	High	2) Allergies are declared on forms and if necessary children have different drinks/ biscuits. 2) Staff in child's group to be aware of this 2) Epi-pen trained staff on site	Low	First aiders
	3) Choking	Low	3) Children monitored and 1st aiders on site	Low	First aiders
Collection Once a child is collected by an adult they become the responsibility of the adult collecting them.	1) Children not collected by correct person	Medium	1) Registration forms state which adults are authorised to pick children up 1) Children go back to tables where group leaders can monitor who pick them up, children's reactions to these people etc.  1) Signing in and out by correct person	Low	Leader
	2) A child leaves without an adult	High	2) Security by the door to ensure that all children leave with agreed named adult 2) Only one accessible exit for the children	Low	Leader

Activity / Location	Risk Factors	Risk level w/o controls & measures	Controls & Measures	Risk levels with controls and measures	Responsible person
Toilets Children are responsibility of the group leaders at all times including whilst in the toilet	1) Children using the correct toilet	Low	1) Leaders to ensure children are aware of the correct toilet for clubs/camp use  1) Signage to ensure toilets are clearly visible for all	Low	Leader
	2) Child protection issues regarding other people in the toilets	Low	2) Security to ensure no-one from outside comes into building & goes straight into toilets 2) Leaders / helpers to not accompany children past the main toilet door  2) Leaders / helpers to use different toilet to children 2) Group leaders to be aware of when children in their group have gone to the toilet & make sure they return promptly	Low	Leader
Volunteers Adequate safeguarding and supervision of any volunteers onsite	1) Issues around volunteers	Medium	1) Volunteers to be supervised at all times and not to be left along with children 2) Volunteers to be the responsibility of the leader - keeping them busy, working as part of a group, supervising where necessary 3) Ensuring all staff are using separate toilets / at alternative times to children 4) First aid / emergency procedures followed as above	Low	Leader
Safeguarding of children	1) Staff not being aware of SG signs, measures, and procedures	High	1) Ensuring all staff members have completed relevant SG and CP training in last 3 years or less. 1) Ensure all staff are aware of the onsite procedures for SG 1) Ensure all staff are up to date with venue / club specific SG measures	Low	Designated responsible person / leaders