

Outdoor Activity Risk Assessment						
PART 1 – General Information						
Location	Offsite Activities and Community Session					
Area	Outdoor					
Equipment	Sports Equipment					
PART 2 – Hazard Identification						
The significant hazards are listed on below. For each one, the risk level has been identified using the system detailed below						
Likelihood (L)	1 - Low	2 = Medium	3 = High			
Severity (S)	1 = Slight	2 = Serious	3 = Major			
Risk Level (RL)	Likelihood X Severity					
For each hazard, it has been decided whether the risk is acceptable. If is not, an explanation is included the comments box						
Key to Risk Level (RL) 1 = Very Low, 2 = Low, 3&4 = Medium, 6 = High, 9 = Very High.						
PART 3 – Activity Risk Assessment						
Hazard	People at Risk	Existing Controls	Risk Level (RS)			Comments
			L	S	RL	
Exposure to weather	Children and Staff	Consider possible weather conditions and plan appropriate sessions to weather, clothing and equipment. Daily weather forecast obtained, and plans adjusted accordingly. All children have suitable footwear, clothing and equipment. Children to take regular drink breaks and use shade when necessary in hot weather.	1	2	2	Provide clear information and don't be afraid to change and adapt plan to suit needs of children.
Children lost or separated from group and/or inadequate supervision.	Children	Ensure supervising staff competent and understand their roles. Sufficient supervision and adhere to guidelines for ratios. Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).	1	2	2	Plan supervision before visit and brief staff and children.

		Discuss itinerary and arrangements with children including what to do if separated from group. Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.				
Behaviour Management	Children and staff	Staff to ensure adequate supervision Staff adequately trained on induction on how to perform effective behaviour management Staff to use CBGC behaviour policy	1	1	2	
Cuts and bruises	Children and Staff	Staff carries a 1 <sup>st</sup> aid kit and staff are trained in 1 <sup>st</sup> aid. All cuts are to be treated by 1 <sup>st</sup> aiders using disposable gloves Cuts which are severe need to be reported and accident report completed.	1	2	2	During Covid-19 staff to allow young people to attend to minor cuts or grazes. For more serious injuries staff to undertake first aid with PPE, gloves and masks.
Injury, illness and injury	Children and Staff	Staff trained in emergency procedure and first aid Staff to carry first aid kit and is sufficiently trained to deal with incidents Information on medical conditions and medication carried All staff are clear on planned emergency procedures	1	2	2	Preplanning emergency procedures and communications. During Covid-19 staff to allow young people to attend to minor cuts or grazes. For more serious injuries staff to undertake first aid with PPE, gloves and masks.
Conduct of children e.g. dangerous tackling leading to various injuries, fighting	Children and staff	Children should follow the rules of the session and behaviour plan of staff Communicate with any child who appear to be behaving in a manner that puts others at risk	1	2	2	If poor behaviour persists speak to parent of child.
Jewellery causing injury to others or the wearer	Children	Ask all young people to cover jewellery up or remove it.	1	2	2	

Injury whilst taking part in sporting activity	Children	<p>Those taking part should wear appropriate clothing and footwear</p> <p>Chewing food, sweets or gum immediately before or during a game should never be allowed.</p> <p>The rules and arrangements for the sport being undertaken should be clearly explained before commencement and adequately supervised throughout.</p> <p>Long hair should be tied back, nails kept short and all potentially hazardous personal effects removed or made safe prior to taking part.</p> <p>Conditions or modified versions of games may be used for beginners, groups of varying ability.</p> <p>Those taking part should understand that excessive and overzealous competitiveness, loss of temper and inappropriate language is not acceptable and the person supervising the activity must take positive action to curb such behaviour.</p> <p>Weather conditions should be taken into account and the activity postponed or cancelled if adverse weather conditions prevail, ie ice, heavy rain, gales, thunder storm.</p>	1	2	2	
Injury through use of sports equipment	Children and staff	<p>All equipment used in sporting events to be regularly checked and maintained in a good working order.</p> <p>Any equipment that is broken, damaged or unsafe must be withdrawn from use immediately.</p> <p>If use of any sports equipment requires instruction this must be given before such equipment is used.</p> <p>If any sports equipment being used requires a safe area or an area to exclude</p>	1	3	3	

		<p>spectators / other competitors ie shot put/discus/ javelin, this must be set up prior to commencement of the event. The area must have a physical barrier to prevent people wandering into the danger area. The event should also have sufficient marshals/helpers to maintain the safety zone.</p> <p>All game posts to be kept in good condition and regularly painted. All free standing posts to be secured when in use. Ensure players are not at risk from collision or impalement when using games posts as markers. Corner flags should be tall enough and pliable to avoid injury on impact.</p>				
Unsuitable environment including grass pitch conditions, uneven ground, potholes, playground and extreme cold/ice which could lead to a greater chance of injury.	Children and staff	Staff to visually check and assess the state of environment before commencement of sessions	1	2	2	
Foreign objects on the area e.g. glass	Children and Staff	Check the area before sessions commence. If necessary, cancel the game or relocate.	1	2	2	
Slips, trips and falls due to area	Children and staff	Activities – ensure the area being used as well as entrances, stairways, toilets and area where children may use are clear of obstructions and are well lit.	1	2	2	

		<p>Any spillages or slippery surfaces to be signed and cleared up as soon as possible to avoid anyone slipping.</p> <p>Children to be appropriately supervised to prevent horseplay or running in areas which pose more risk of a trip or fall i.e. stairways.</p> <p>Whilst playing sporting activities the lead coach will take charge to actively stop and take action against persons who deliberately push/trip/punch or otherwise cause risk of injury to another by their actions.</p> <p>Items of clothing/bags/sports equipment must be stored so as to prevent others tripping over them or blocking fire exits.</p>				
Social Distancing	Staff, Parents and Young People	Along with small bubbles of young people to minimise the risk of transmission. Young people within them bubbles will be required to keep 2 metres apart where possible or at least 1 metre at all times.	2	2	4	Parents have been given guidance on social distancing at CBGC prior to sessions beginning, Staff members will remind young people of the social distancing rules throughout session.
PPE	Staff, Parents and Young People	PPE will be worn by all staff where necessary especially when working in close proximity to young people.	2	2	4	CBGC's PPE supply is limited
Hygiene	Staff, Parents and Young People	CBGC staff will have hand sanitising facilities available to them to ensure hygiene at all times. Equipment will be cleaned using anti-bacterial spray.	2	2	4	
Signs and Symptoms	Staff, Parents, Public and Young People	If staff feel a young person is showing any signs or look unwell then they will be isolated away from the rest of the group and parents will be contacted. Session will also be cancelled, and parents contacted. They will then be told to get tested and if positive isolate and not to attend sessions for 14 days. Also, if a family member or young person has been contacted by Track	2	3	6	

		and Trace then to also isolate for 14 days even if showing no signs or symptoms of Covid-19.				
Managing Group Sizes	Staff, Parents, Public and Young People	<p>To ensure sessions conform with government guidelines on social gathering number (Maximum 30). All young people attending a session must pre book via the website, social media or telephone.</p> <p>Any young people who attend a session without booking which is full will be turned away.</p> <p>If a session isn't full and a young person turns up, they will be able to take part but a registration form will need completing.</p> <p>A register must be taken for each session to monitor the number of attendances.</p>	1	3	3	Lead staff member to be responsible for managing group numbers.
Track and Trace Systems	Staff, Parents, Young People	<p>To conform with government guidance all sessions are going to implement track and trace system.</p> <p>Any young person taking part in a session must complete a registration form which must include address and postcode.</p> <p>If no information for a young person can be gathered, they will be unable to take part in the session until such information can be collected.</p> <p>Information will be kept securely at CBGC for a maximum of three weeks.</p>	2	3	6	In the event of a case of Covid-19 being brought to our attention we will implement track and trace in line with NHS and Public Health England Guidance.