

Risk Assessment Multi-Sport / Outdoor Activities (Update: Outdoor Fun Activities)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 12/06/2024

Date assessment was carried out: 12/06/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Perimeter fence - breaches	Staff, Students	Always checking gates are closed and adult supervision at all times.	N/A	Management	N/A	N/A
Gates - trapped fingers, toes, escape, intruders	Staff, Students	Adult supervision at all times.	N/A	Management	N/A	N/A
Gap in wall that enters neighbouring car park.	Staff, Students, Public - child might run though gap into carpark or intruder come through.	Barrier in place to prevent escape. If no physical barrier is available, a staff member must be present at that point to ensure safety.	N/A	Management	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Weather	Staff, Students, - Rain / Hail – injury from slips trips and falls, chafing from wet clothes, injury from heavy or large hail Frost/Ice/Snow/Cold – Slips trips and falls, Chilblains, Ingestion of snow	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group attendees Staff to be vigilant at all times Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes Waterproof clothing Areas of shelter provided Deploy staff to support safety -Reduce area of play if necessary Benefits of play in all-weather reiterated where necessary. Outdoor play to end should there be too much ice to play safely Outdoor play to be restricted to shorter periods throughout the day where necessary	Purchasing of grit and sand.	Management	03/04/2023	N/A
Environment	Staff, Students - Uneven ground, Slips, Trips and Falls	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children	N/A	Management	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		First Aid Kit and first aider available to all group attendees				
Equipment	Staff, Students - Hurdles, training equipment, basketballs and footballs due to improper use.	Ensure experienced staff are supervising.	Hiring experienced personal trainer to support sessions.	Management	03/04/2023	N/A
Peers	Staff, Students - mixed of children with different ages, abilities and experiences	Ensure staff are vigilant Ratios considered to meet children's individual needs. Reduction in area of play if necessary. Knowledge of any children's developmental needs and abilities prior to activity.	Gain background check on children participating in activity.	Management	03/04/2023	N/A
Fun Activity Equipment (Mainly the Bouncy Castle, but including	Staff, Students - mixed of children with different ages, abilities and experiences	Ensure staff are vigilant. Ratios considered to meet children's individual needs. Reduction in area of play if necessary.	a. Age-appropriate usage: Restrict access to the	Management	24/06/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>other activity equipment included in the set)</p>	<p>a. Children using the equipment: There is a risk of falls, collisions, and other injuries while playing on the bouncy castle or using other activity equipment. This includes the potential for strains, sprains, fractures, or head injuries.</p> <p>b. Supervisors and attendants: There is a risk of injuries while setting up, monitoring, or supervising the activity equipment. This includes lifting</p>	<p>Knowledge of any children’s developmental needs and abilities prior to activity.</p> <p>a. Conducting regular inspections: Regular inspections of the activity equipment, including the bouncy castle, are performed to ensure they are in good working condition, free from defects, and meet safety standards.</p> <p>b. Proper installation and setup: Trained personnel are responsible for the proper installation and setup of the equipment, following manufacturer guidelines and safety procedures.</p> <p>c. Adult supervision: Adequate adult supervision is provided during the use of the activity equipment to ensure safe and responsible play.</p>	<p>equipment to the appropriate age group to minimize the risk of injuries due to size and physical abilities.</p> <p>b. User capacity: Ensure the maximum number of users on the bouncy castle or other activity equipment is not</p>			

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	<p>heavy objects, tripping hazards, or being struck by equipment during assembly.</p>	<p>d. Establishing safety rules: Clear safety rules and guidelines are communicated to users to minimize risks and promote safe behaviour.</p> <p>e. Providing safety instructions: Users are given instructions on how to use the equipment safely, including guidelines for entering and exiting the bouncy castle and using other activity equipment correctly.</p> <p>f. Maintaining a safe environment: The activity area is inspected and cleared of any potential hazards, such as debris or tripping hazards, before use.</p>	<p>exceeded to prevent overcrowding and potential collisions.</p> <p>2-4 students at a time depending on age and size.</p> <p>c. Regular maintenance: Implement a schedule for regular maintenance and servicing of the equipment to identify and address any</p>			

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			<p>potential faults or wear and tear.</p> <p>d. Emergency procedures: Develop and communicate clear emergency procedures to be followed in case of accidents, injuries, or equipment malfunctions.</p> <p>e. Training and</p>			

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			<p>supervision: Ensure all staff members involved in the setup, operation, and supervision of the equipment receive appropriate training on safety procedures and are adequately supervised during their duties.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Risk Assessment Game Room and Indoor Sport Activities

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Dart Board Darts	Staff, Students - darts are sharp and can pierce or harm if used incorrectly	Only available with adult supervision and on request	N/A	Management	N/A	Yes
Basketballs	Staff, Students - trip over basketballs falling into other items in the room, can cause injury	Placing balls in designated area for use. Adult supervision	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Pool Tables Sicks	Staff, Student,- accidental hit when using if user is not aware of surroundings	Adult supervision	N/A	Management	N/A	Yes
PSP Charging Wires	Staff, Students - loose cables can cause trips and falls onto other items - can cause injury	Charging cables are close as possible to reduce wire on floor	Better cable management/trunking	Management	03/04/2023	N/A
Ping Pong Table	Staff, Students - rare accidental risk to eyes if ball is hit in face	Adult supervision. Low risk incident	First aid provisions.	Management	N/A	Yes
Football	Staff, Students - injury from force of football, accidental slips, trips, falls, collisions, impacts and damage with neighbouring equipment.	Adult supervision at all times. Banning of students who do not follow instructions. Inform students that the ball must be kicked with appropriate force.	First aid provisions.	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk Assessment Classroom Activities

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		e.g. radiators are protected to prevent burns and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk Assessment Healthy Food and Cooking Instruction

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Spread of germs and disease, food poisoning	Staff, Students - Illness	Practical elements will be limited. Hot items and devices e.g. kettles will not be used. Handling of food items will solely be using cold items.	The use of appropriate cleaning materials will prevent damage to the slip-resistant properties of the flooring whereby prolonging the life of the floor. Suitable cleaning equipment such as	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Personal hygiene must be maintained at a very high standard in order to avoid food poisoning. People dealing with food must always wear the protective clothing provided for food preparation.	mops and cloths must be colour coded to prevent their inadvertent use in non-kitchen "dirty" areas such as toilets. Cleaning staff should be appropriately briefed to ensure that this does not happen. Suitable food storage will be implemented.			
Equipment Handling Accidents	Staff, Students - Lifting items incorrectly can cause injury. Using of forks and knives may cause injury if used improperly.	Only adults will lift items and layout the classroom in a safe manner for the activities. Children behaviour is monitored to ensure misuse will not occur. Blunt forks and dull butter knives used.	N/A	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Risk Assessment Arts and Crafts

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Scissors - Sharps	Staff, Students - Improper use	School appropriate scissors used that have blunt tips to minimise stab risk. Student behaviour monitored.	N/A	Management	N/A	Yes
Laminator - Burns	Staff, Students - Laminator can overheat.	Safety and function of laminator tested before classroom use. Used only under adult supervision.	N/A	Management	N/A	Yes
Paint / Glue - Chemical allergy, eye irritant.	Staff, Students - eye irritation if	School appropriate paints and glue used that have passed	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	paint or glue in eye.	health and safety assessments. Used with adult supervision. First aider on site to respond to allergies.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Risk Assessment Animal Wildlife Visit and Activities (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces e.g. radiators are	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		protected to prevent burns and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes
Injury by Animals	Staff, Students - Animals cause physical harm to individual. Bites and scratches	External experts on animal handling are present. First aider present.	N/A	Management	N/A	Yes
Disease from Animals	Staff, Students - Illness	Hand cleansing facilities. Ensure hands are cleaned	Purchase of sanitary equipment	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		before and after contact with animals.				

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Risk Assessment Trips (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Weather Exposure	Students, Staff - Cold injury, wetness.	Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes	Plan for students who may not bring suitable clothing	Management	06/04/2023	N/A
Pupil lost or separated from group	Students - mental or physical injury and stress	Ensure supervising staff are competent and understand their roles. Sufficient supervision Plan and use suitable group control measures (e.g. buddy system, large groups)	Inform staff appropriately.	Management	06/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		splitting into smaller groups, named leaders, identification system) Discuss itinerary with students. Briefing on what to do if separated from group Head counts particularly on arrival or departure.				
Specific needs of specific pupils - medical, behavioural, educational	Students - mental or physical injury and stress	Obtain information from parents. Make necessary arrangements.	Inform staff appropriately.	Management	06/04/2023	N/A
Injury	Students, Staff- physical injury and stress. Heavy objects. Slips, trips and falls.	First aid present at facility. Leaders know to call emergency services when necessary.	Inform staff appropriately. Students are to be supervised at all times.	Management	06/04/2023	N/A

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive

Risk Assessment Supercar Trip (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Weather Exposure	Students, Staff - Cold injury, wetness.	Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes	Plan for students who may not bring suitable clothing	Management	04/04/2023	N/A
Pupil lost or separated from group	Students - mental or physical injury and stress	Ensure supervising staff are competent and understand their roles. Sufficient supervision Plan and use suitable group control measures (e.g. buddy system,	Inform staff appropriately.	Management	04/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>large groups splitting into smaller groups, named leaders, identification system)</p> <p>Discuss itinerary with students.</p> <p>Briefing on what to do if separated from group</p> <p>Head counts particularly on arrival or departure.</p>				
Specific needs of specific pupils - medical, behavioural, educational	Students - mental or physical injury and stress	Obtain information from parents. Make necessary arrangements.	Inform staff appropriately.	Management	04/04/2023	N/A
Injury	Students, Staff-physical injury and stress. Bowling ball. Slips, trips, and falls.	First aid present at facility. Leaders know to call emergency services when necessary.	Inform staff appropriately. Students are to be supervised at all times.	Management	04/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Travelling in a taxi	Road traffic accident potentially causing death or injury to staff or students. Kidnap or assault.	Using a reputable taxi company. At least one staff is present in each taxi. Everyone wears a seatbelt.	Inform staff appropriately.	Management	04/04/2023	N/A

Risk Assessment Magician (HAF Easter)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces e.g. radiators are protected to prevent	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		burns and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes

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