

## Risk Assessment

The assessment of risk must be seen as 'on-going' and 'dynamic', it is a risk benefit analysis. Continuing professional judgments regarding both of safety and health of participants will need to be made during the activity. A written Risk Assessment (Form 5) must be submitted with all Type A and Type B visit applications. It should include an alternative activity (Plan B), prepared and risk assessed. The key areas to be considered with the control measures identified and recorded are:

**People:**

Type of Group  
Staffing

**Context**

Activity  
Venue/Environment  
Equipment

**Organisation:**

Activity Programme  
Travel/Journey  
Assembly /Dispersal  
Emergency Procedures

### Does the Base Contact and the Visit Leader have?

- a) Form 9 (Base Contact), Form 10 (Visit Leader).
- b) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- c) Mobile numbers of all staff and adult helpers on the visit.
- d) Names, addresses and telephone numbers of parents/carers of all of the children/young people and next of kin of all staff and adult helpers involved in the visit.
- f) Copies of the medical information for every child/young person taking part in the visit/activity (and parental/carer consent for Type B visits).
- g) Copies of route plans, venues and alternative activities (Plan B).
- h) Appropriate vehicle registration numbers and passenger lists for each vehicle.
- i) Copies of the Risk Assessment (Form 5).
- j) For major emergencies the telephone number of the County Council's emergency duty team.

**Visit Closed Procedure:** There must be a clearly defined and agreed arrangement by then VL with the Base Contact to confirm the closure of the visit. State what action must be taken by the Base Contact if the party has failed to return or make contact by the agreed time.

<b>Visit To:</b>	<b>Ball Grove Park</b>	<b>Date(s):</b>	<b>Wednesday 6<sup>th</sup> August 2025 1.30 – 3pm Thursday 14<sup>th</sup> August 2025 2.30 – 4pm</b>
<b>School/Service:</b>	<b>Children and Family Wellbeing Service</b>	<b>District / School No:</b>	<b>Pendle</b>

<b>Activities:</b>	<b>Summer Sports in the Park</b>		
<b>Name of Visit Leader:</b>	<b>Vanessa McCartney and Clare Ryan</b>	<b>Date of Assessment:</b>	<b>13<sup>th</sup> June 2025</b>
<b>Note: The Risk Assessment should be known and understood by all involved, including the children/young people.</b>			

<b>Risk Assessment for Educational / Off Site Visits</b>		
<b>Key areas to consider</b> Bullet points below are a guide.	<b>Who Is Affected?</b>	<b>Control Measures / Management Plan</b> Recorded evidence of the six key areas to be considered
	Pupils (P) Staff (S) Visitors (V)	

<p><b>People</b></p> <p><b>Type of Group:</b></p> <ul style="list-style-type: none"> <li>• Ratios</li> <li>• Special Needs / Medical Considerations</li> <li>• Behaviour</li> <li>• Smoking</li> <li>• Alcohol</li> <li>• Mobile Phones</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Confidence and Expertise Qualifications</li> <li>• Seniority</li> <li>• Medical</li> <li>• Known to the group</li> <li>• Staff / Student Ratio</li> </ul>		<p><b>Type of Group:</b></p> <ul style="list-style-type: none"> <li>• <u>Ratios</u> For children to take part they will need to be supported by an adult. Footfall is expected to be up to 50 per session.</li> <li>• <u>Special Needs / Medical Considerations</u> On the event of a medical situation there will be a first aid kit available and the ability to contact the emergency services if required.</li> <li>• <u>Behaviour</u> The ability to contact 999 will be available. Children will be supervised by their parents / carers.</li> <li>• <u>Smoking</u> The park is a public area therefore smoking will be difficult to control, however, smoking will not be permitted around the sport activities.</li> <li>• <u>Alcohol</u> No Alcohol will be served or allowed at the event. The park is an alcohol-free zone</li> <li>• <u>Mobile Phones</u> Staff will have work mobiles present in case of emergency.</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• <u>Confidence and Expertise Qualifications</u> All Staff will be trained to company policy and placed to give advice on any concerns raised by families. Staff have the experience to signpost Families to other agencies for support and share how our service can support them.</li> <li>• <u>Seniority</u> Senior management are fully informed of the event and will be updated with any changes before delivery.</li> <li>• <u>Medical</u> Staff will have mobile phones in case of an emergency and a first aid kit.</li> <li>• <u>Known to the group</u> Staffing will be facilitated from the local Children and Family Wellbeing Family Hub and will be aware of the attendees.</li> <li>• <u>Staff / Student Ratio</u> Event will be facilitated by LCC staff, no students or volunteers will be present. All staff have a DBS. Children will be supervised by a parent or carer.</li> </ul>
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<p><b>Context</b></p> <p><b>Activities/ Equipment:</b></p> <ul style="list-style-type: none"> <li>• Pupil tasks to be undertaken</li> <li>• How tasks will be organised to ensure safe outcomes i.e. supervision/ role allocation/</li> <li>• pupil preparedness</li> <li>• Safety Management</li> <li>• Spare / Emergency</li> <li>• Procedures for use</li> </ul> <p><b>Venue/Environment:</b></p> <ul style="list-style-type: none"> <li>• Accommodation arrangements</li> <li>• Security</li> <li>• General group supervision</li> <li>• Accompanying staff responsibilities for group when not on formal activities and overnight.</li> <li>• Fire Procedures</li> <li>• Seasonal Considerations</li> <li>• Weather Forecast</li> </ul>		<p><b>Activities/ Equipment:</b></p> <ul style="list-style-type: none"> <li>• <u>Pupil tasks to be undertaken</u> LCC staff will engage children and their families in a range of sport activities. We will also be promoting our service.</li> <li>• <u>How tasks will be organised to ensure safe outcomes</u> <u>i.e. supervision/ role allocation/</u> <u>pupil preparedness</u> LCC staff will be grouped together and integrating with the community, we will have our own section within the park to deliver our sports activities.</li> <li>• <u>Safety Management</u> Attendees will sign in on a register. There will be a final check at the end of the session to check for anybody that may need assistance. Activities will be in boxes for transport and storage. No Hazardous or toxic materials will be used. Parents / carers / guardians will be present to supervise their own children.</li> <li>• <u>Spare / Emergency</u> Access to the centre will be available if alternative resources are needed.</li> <li>• <u>Procedures for use</u> Attendees will be supervised by their parents/ carers/ guardians.</li> </ul> <p><b>Venue/Environment:</b></p> <ul style="list-style-type: none"> <li>• <u>Accommodation arrangements</u> N/A</li> <li>• <u>Security</u> The park is a public area; however, police can be contactable if needed.</li> <li>• <u>General group supervision</u> All LCC staff will be running the sports activities. Parents/ carers/ guardians will be responsible for supervising their children. All activities will take place away from any water.</li> <li>• <u>Fire Procedures</u> Attendees will be ushered off the park away from any potential danger, 999 will be called.</li> <li>• <u>Seasonal Considerations</u> Sessions will go ahead no matter what the weather is. Sun hats and water will be available for the children.</li> <li>• <u>Weather Forecast</u> Weather hopefully will be sunny and a summer climate.</li> </ul>
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<p><b>Organisation</b></p> <p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>• Mode(s) of transport</li> <li>• En route stops</li> <li>• Parking arrangements</li> <li>• Embarking / Disembarking</li> <li>• Organisation Procedures</li> </ul> <p><b>Emergency Procedures:</b></p> <ul style="list-style-type: none"> <li>• On location</li> <li>• Base contact arrangements</li> <li>• Overseas</li> </ul>		<p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>• <u>Mode(s) of transport</u> The sports activities will be moved to the park by car with any vehicles staying on the road or parking area</li> <li>• <u>En route stops</u> N/A</li> <li>• <u>Parking arrangements</u> Parking can be limited at the park and attendees are being advised to walk or find other parking arrangements.</li> <li>• <u>Embarking / Disembarking</u> N/A</li> <li>• <u>Organisation Procedures</u> Minibus, if required, will be driven by MIDAS trained drivers with appropriate licence and arranged by LCC staff, however this should not be required as little equipment is required.</li> </ul> <p><b>Emergency Procedures:</b></p> <ul style="list-style-type: none"> <li>• <u>On location</u> In case of emergency, 999 will be contacted for the relevant emergency service. First aid will be given if applicable. Contact details have been given for the centre who can divert calls to individual staff if needed.</li> <li>• <u>Base contact arrangements</u> Event is being held in the afternoon. Base contact will be allocated to a member of staff at the Neighbourhood Centre</li> <li>• <u>Overseas</u> N/A</li> </ul>
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## A Checklist for Risk Assessment: Visit and Journeys

1. People	2. Context	3. Organisation
<b>Type of Group</b> <ul style="list-style-type: none"> <li>• Ratios.</li> <li>• Pupils special needs/medical considerations</li> <li>• Individual needs.</li> <li>• Knowledge of medical background.</li> <li>• Expertise of extra adult help.</li> <li>• Informing centre staff.</li> </ul>	<b>Daily Timetable and Activities</b> <ul style="list-style-type: none"> <li>• Deployment and role of school staff.</li> <li>• Role of Provider staff.</li> <li>• Management of downtime or changeover time.</li> </ul>	<b>Activity /Programme</b> <ul style="list-style-type: none"> <li>• Large group organised into small subgroups.</li> <li>• Responsible adults identified for pupils.</li> <li>• Pupils involved with/informed of potential hazards.</li> <li>• First aid kit.</li> <li>• Necessary details left with responsible person.</li> <li>• Emergency procedures known.</li> <li>• Suitability of activity for age/experience.</li> <li>• Progression in activities.</li> <li>• Procedures in case of injury.</li> <li>• “free time” carefully thought through.</li> <li>• Activity requirements met.</li> <li>• Communication arrangements in place and understood by all.</li> </ul>
<b>Staffing</b> <ul style="list-style-type: none"> <li>• Confidence and expertise.</li> <li>• Necessary qualifications.</li> <li>• Non teacher supports/supervision (e.g. Parents, Coaches, NNEB’s ancillary helpers, students, older pupil etc.)</li> <li>• Staff/adult special needs/medical considerations</li> </ul>	<b>Venue /Environment:</b> <ul style="list-style-type: none"> <li>- <b>Security of accommodation</b> <ul style="list-style-type: none"> <li>• What Freedom.</li> <li>• Doors – which locked?</li> <li>• Staff bedrooms.</li> <li>• Patrolling.</li> <li>• Security arrangements and procedures other user groups).</li> <li>• Fire certification.</li> </ul> </li> <li>- <b>Seasonal considerations</b> <ul style="list-style-type: none"> <li>• Clothing.</li> <li>• Equipment.</li> <li>• Weather forecast/Environmental controls.</li> <li>• Duration of the event, including Plan B.</li> <li>• Journey details left with another person.</li> <li>• Preparation and training of the group</li> <li>• Any need to amend staffing ratio?</li> <li>• Any need to amend programme?</li> <li>• Any need to amend back up?</li> </ul> </li> <li>- <b>Working Area</b> <ul style="list-style-type: none"> <li>• Limits Defined.</li> <li>• Potential Hazards identified, risks controlled, and pupils briefed on residual risks.</li> <li>• Potential hazards minimised.</li> <li>• Sufficient space.</li> <li>• Staff familiarity with area.</li> </ul> </li> </ul>	<b>Travel/Journey</b> <ul style="list-style-type: none"> <li>• Small subgroup for monitoring.</li> <li>• Organisation for embarking/disembarking.</li> <li>• Organisation for points at which mode of transport changes e.g. Coach to ferry.</li> <li>• Procedures on ferry, at airports etc.</li> <li>• Sufficient seating.</li> <li>• Driver regulations/ legislation.</li> <li>• Organisation for large groups walking on/crossing roads.</li> <li>• Teacher/adult responsibilities.</li> <li>• Pupils made aware of procedures.</li> <li>• Potential hazards identified, and pupils/staff forwarded.</li> <li>• Appropriate standards of behaviour set.</li> </ul>
		<b>Assembly/Dispersal</b> <ul style="list-style-type: none"> <li>• Register group.</li> <li>• Safe assembly point.</li> <li>• Check essentials are bought.</li> <li>• Clear arrangements for dispersal.</li> </ul>
		<b>Emergency Procedures</b> All Visit Leaders should familiarise themselves with the Emergency Procedures of the centre/venue.