

## ARMTHORPE PARISH COUNCIL

### Armthorpe Holiday Programme.

HAZARD	RISK	PEOPLE AT RISK	RISK CONTROL MEASURES	COMMENTS/ACTIONS	RESIDUAL RISK L M H E*	SEVERITY RISK L M H E*	INITIAL IF ALL IN PLACE
Qualification and responsibility of staff, volunteers		Participants, attendees, staff, & volunteers	Staff and volunteers must be aware of their supervision role of the games.  Sports and Recreation Officer who is the lead of the session/game must be present and qualified to deliver the session.  Sports and Recreation Officer is to be the first Aider for the programme.	If not enough support staff or volunteers are present – the session will be cancelled.  The Sports and Recreation Officer (Lead) must be present and qualified.	Low	Low	
Staff: Adult/Child Ratio		Participants, attendees, staff, & volunteers	Staff and volunteers to be aware of the different ages attending the sessions and adapt the games to ensure participants are safe.  Keeping age groups apart and safe.	If staff, volunteers, are working alone they must refer to this Specific Risk Assessment.  1 Staff to 10 young people aged between 6 – 11 years old  APC have floating staff if required	Low	Low	
Sports Game	Injury	Participants, attendees	Staff, volunteers, participants must be aware of the rules	Staff, volunteers must be aware of the rules.	Medium	Low	

<p>Entrance/Exit to session consent, terms and conditions, registers</p>	<p>Lost participant, injury</p>	<p>Participants, Staff, volunteers.</p>	<p>Parents and carers to complete consent before child is to attend the session.          Parents, Carers, and participants must be informed of the format/rules and expectations of the session.          Staff, volunteers to be located at the entrance/exit point at the start and end of the session. This will ensure participants do not enter and exit the session unsupervised.          Staff, volunteers to register participants attending the session.</p>	<p>Staff, volunteers to be at the entrance/exit point at the start and end of the session.</p>	<p>Low</p>	<p>Low</p>	

Young people' play, physical activity and sport.	Participant Injury	Participants	<p>Staff, volunteers to provide head counts throughout the session.</p> <p>Staff, volunteers, must be aware of the rules and how participants are to play the game safely.</p> <p>Participation age limit for activity/game.</p> <p>Participation behaviour/rules during the physical activity to be monitored.</p> <p>Age limit for the sports game.</p> <p>Staff, volunteers, are always watching the game/physical activity.</p>	<p>Staff, volunteers, and must be supervising the participants during the sports game.</p>	<b>Medium</b>	<b>Low</b>	
Running inside Armthorpe Community Centre	Risk of injury to participants, staff	Participants, Staff, volunteers	<p>Children must be supervised by staff when attending the session. Any children running around without supervision must be approached by a member of staff.</p>	<p>Staff must be made aware of the procedures to ensure the safety of all participants.</p>	<b>Medium</b>	<b>Medium</b>	
Multi Sports and physical activity	Participant Injury	Participants	<p>Staff, volunteers, must be aware of the rules and how participants are to participate in sports, free play, and physical activity.</p> <p>Participation age limit for activity.</p>	<p>Staff, volunteers, must be supervising the multi sports, free play, and physical activity.</p>	<b>Medium</b>	<b>Low</b>	

Refreshments	Allergic reaction, burnt with hot water.	Participants, staff, volunteers, attendees	<p>Participation behaviour/rules on play or physical activity.</p> <p>Age limit for the sports and physical activity.</p> <p>Staff, volunteers, are always watching children play during sports, free play, and physical activity.</p>	<p>Participant must have completed consent form before receiving any refreshments.</p> <p>Participants are able to bring own refreshments</p>	Low	Low	
People participating who are not eligible or medically fit	Legal Liability & Unknown	attendees, participants	<p>Ensure that consent is completed before distributing any refreshments. To ensure participants have no medical conditions.</p> <p>All cold drinks to be served in cardboard cups with lids.</p> <p>hot drinks are only allowed in the cardboard cups and not in crockery cups and saucers.</p> <p>Ensure that children are medical fit to take part. Ascertaining this must be done in a confidential manner.</p>	<p>Keep a register and update where necessary.</p> <p>All parents and carers to complete a consent form with the medical information.</p>	Low	Medium	

Electrical sockets floors and walls	Electrocution slips, trips, and falls	Participants, Staff, volunteers, attendees and Councillors	Cover to wall/floor sockets Ensure indoor and outdoor surface is clean, safe, and fit for purpose.	Ensure that the surface is suitable, clean, and safe for sport and play.	Low	High
Manual Handling	Injury	Staff, volunteers	Appropriate instructions are given on how to lift or move specialist items of equipment. Ensure enough staff are available to move heavy objects as required.	Ensure that all have received appropriate instruction on manual handling	Medium	Medium
Condition & access for play area (grass, astroturf, tarmac, indoor areas) i.e Slippery, wet, uneven, dirty, dog faeces, litter, glass, large bricks & stones	Slip's, Trip's Falls, and obstruction of access	Participants, Staff, volunteers, attendees	Inspection of the floor surface to ensure it is safe for the session to take place. Access to Qualified First Aider, First Aid Kit, & phone Notices stating what access is available e.g Wheelchair access	Request letting body or management organisation to clean if required. If area cannot be made safe, then area must be coned off	Low	Low
Any obstructions i.e benches, chairs, equipment, bags surrounding the play area.	Slips, trips, falls and obstruction of access	Participants, Staff, volunteers, attendees	Removal of any items placing them at a safe distance securely, away from any sporting area Access to QFA, FAK and phone	Request letting body, management organisation to remove large items	Low	Low
Child Protection	Participants, vulnerable from	Participants	Ensure that participants leave the area with a parent (to the toilets, drink, break).	Brief all participants before each session.	Low	Low

	members of the public		Staff, volunteers must be aware of spectators at open access sessions and public areas. Photography and video require written consent	Staff, Volunteers make appropriate enquiry to member of public if necessary. Written consent collected from Armthorpe Parish Council before any participation. Terms and Conditions to be explained to parents, carers, and children on arrival.		
Strains and Injuries during and after sports and play and physical activity	Injury	Participants	Recognised staff, volunteers and councillors' methods used. Adequate warm up & cool down if required. Participants should be wearing suitable clothing and footwear. Access to QFA, FAK and phone	Planned and structured sports, and play session	Low	Low
Fire Evacuation Procedures	Injury by fire, heat, smoke and/or panic	Participants, Staff, Volunteers, attendees	Fire evacuation procedures in place on site	Staff to familiarise themselves with evacuation procedures and exits, and brief group if necessary.	Medium	Extreme
First Aider		Participants, Staff, volunteers, attendees	Sports and Recreation Officer is the first aider and must be present. First Aid Point visible and first aider on site.	First Aider to be trained.	Medium	Medium

Inflatable Fun	Injury	Participants, attendees	Staff, volunteers, participants must be aware of the rules for the use of the inflatable. Participation limit. Participation behaviour/rules on equipment. Age limit Staff, volunteers, are always watching equipment.	Staff, volunteers, must be aware of the rules.	Medium	Low
Play Park Fun	Injury	Participants, attendees	Staff, volunteers, must be aware of the rules for the use of the play park. Participation behaviour/rules on play park equipment. Age limit Staff, volunteers, are always watching equipment.	Staff, volunteers, must be aware of the play park rules.	Medium	Low

\*The residual risk is the amount of risk or danger associated with an action or event remaining after natural or inherent risk have been reduced by risk controls

residual risk = (inherent risk) – (impact of risk controls)

\*The severity risk (also called Risk Impact) is the expected harm or adverse effect that may occur due to the exposure to the risk. It measures how bad things could get if a particular Risk materialises. When the risk severity is high, it means that the potential harm is also high, and, as a result, more attention and resources should be devoted to managing that Risk. Conversely, when the risk severity is low, the potential harm is also considered low, and less attention may be needed to manage it.

\* L M H E – Low Medium High Extreme

Risk Assessment Carried Out By:

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Date: 19.02.2026

Review Date: 19.02.2027

## Risk Severity Matrix

### Likelihood

Almost Certain 5	Moderate	High	Extreme	Extreme	Extreme
Likely 4	Moderate	Moderate	High	Extreme	Extreme
Possible 3	Low	Moderate	Moderate	High	Extreme
Unlikely 2	Low	Low	Moderate	High	High
Rare 1	Low	Low	Low	Moderate	Moderate

1

2

3

4

5

Insignificant

Minor

Moderate

Major

Critical

### Consequence

