



**Amber Valley School Sport Partnership - Risk Assessment**

Activity	Holiday Activity Camps		
Reviewed	February 2025	Completed by	Robert Shaw – Partnership Manager
Venue	Belper Leisure Centre	Reviewed by	Liam Start – Operations Manager

Key:	LR - Low Risk MLR - Medium Low Risk MR - Medium Risk MHR – Medium High Risk HR - High Risk
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**General**

Hazard	Likelihood 1 Low – 10 High	Risk of Injury	Control Measures	Last know occurrence / expected number in last 12 months
Risk when entering/accessing the site	2/10	LR	Children and adults are to be registered by a parent/carer and should walk through the centres with care. Appropriate signage and access routes should be adhered to at all times. Outdoor facilities may vary dependent on site (see below). Appropriate footwear should be worn at all times and extra care taken in wet, icy or snow conditions. In the eventuality of snow/ice being present the leisure centre/site is expected to apply grit in attempt to remove.	1 per annum
Sign in/out – children going missing	1/10	HR	Sign in: All children must be signed in with an appropriate adult (over 16) with details taken before adult leaves (if they are not present on register). Exit doors are monitored during this period with staff strategically positioned to ensure any exits can be covered quickly and effectively. Sign in procedures are planned to ensure adults do not need to access the main activity areas, or do so for a minimal	April 2023

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			<p>amount of time. After registration period staff come together with all children seated and ensure numbers match on registers and group lists.</p> <p>Sign out: approx. 15mins before the end of the day children are brought back together and a final 'headcount' conducted. Children are reminded to stay seated until adults have been told to collect them.</p> <p>A site specific sign out process is conducted with staff aware in advance of the sign-out plan.</p> <p>In all cases this will involve staff monitoring/managing exit routes, the children (to ensure they do not wander off) and parents/adults. Children are only to leave with an appropriate adult with the register consulted to ensure this.</p>	
Trips, Slips and falls without equipment	5/10	MLR	<p>If no equipment is being used for an activity then the area will be checked for water or other slip hazards. Activity leaders will keep a check on any shoelaces untied and ask for these to be retied and support where necessary.</p> <p>Any bags etc. will be, where possible, stowed out of the way of activities such as off the courts or away to a designated area.</p>	January 2024 4 per annum

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Injury from surface (wet floor / glass / debris)	3/10	MLR	Area will be thoroughly checked before children are allowed on or into an area. Any obstruction will be fully cleared away, if this is not possible that area will be sectioned off and not used.	December 2024 4 per annum
Toilets – children integrating with members of public and unsafe situations	1/10	HR	Children will be advised of the toilet areas but will have to inform AVSSP staff/leaders when using. Staff will monitor when and how many children are going to the toilet at a given time. Public use of the same toilets is restricted with regular communication with leisure centres to ensure this is the case. <b>IN ALL CASES HOLIDAY CAMP STAFF SHOULD HAVE SIGHT OF CHILDREN WHEN ACCESSING TOILET AREAS/CUBICLES</b> If it is deemed necessary to enter a toilet/changing facility to provide support to a child the member of staff should always ensure another adult is witnessing their actions. Any situation that staff feel is unsafe for children should be flagged up immediately to senior staff.	Not occurred  0 per annum
Use of changing areas – swimming and dry-side	2/10	MR	Changing rooms to be checked prior to entry by a member of staff to ensure area is clear of debris and/or dangerous objects as well as members of the public. Private group change areas should be used wherever possible with children only permitted to use cubicles in the main change area at special request and if able to be monitored effectively.  Changing room doors to be monitored from the outside at all times and locked before leaving with area checked for belongings and children. If staff are required to enter the changing room for any reason they must call a second member of staff to act as a witness.  Children will be reminded of their responsibility to behave responsibly and kindly to others.  Group should be counted and cross-referenced on entry and exiting changing rooms.	Injuries out of staff sight – August 2024 – 2 per annum  Incidents of public entering – not occurred

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Risk from members of the public in general areas.	0.1/10	HR	Children will be briefed that other members of the public may be using the common areas and not too disrupt what their doing or stray away from the group. Children will be observed at all times to ensure safety with regular group counts and registers taken to ensure children are safe.	Not occurred
Risk from scheduled visitors and/or staff/volunteers	0.1/10	HR	<p>Any adult working with children on camp will have provided a copy of the Disclosure &amp; Barring Certificate (DBS), their photo ID and their most relevant qualification.</p> <p>In most cases groups will be allocated one member of staff, however groups will complete activities in pairs in order to have two members of staff working together at all times.</p> <p>Staff are briefed thoroughly in advance of working with us both on their operational expectations but also their responsibilities in respect of working with children and keeping them safe. This extends to Keeping Children Safe in Education (KCSIE 2024) <a href="https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf">https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf</a></p> <p>Staff are recruiting and enlisted based on their suitability with senior staff given more responsibility based on their experience, expertise and skillset.</p> <p>External specialists and visitors are fully chaperoned and not left alone with children at any time.</p> <p>All staff are aware of their responsibility to report any safeguarding concern to lead staff who will then consult with organization Designated Safeguarding Leads (DSL). Safeguarding concerns are recorded electronically regardless of their outcome.</p> <p>Staff are made aware of the self-declaration process which is designed to protect them should they feel they could be at risk of accusation as well as offering a clear process of information recording.</p>	Not occurred

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			Staff also have access to the AVSSP whistleblowing policy which demands all adults report any concerns about fellow staff members.	
Injuries as a result of travelling around the site.	1/10	LR	Children will travel around the site in their groups and never alone, all groups will be led by members of staff at the front and rear of each line of children. The corridors will be checked by the member of staff at the front of the line for debris or other dangers and will deal with appropriately. On the occasions whereby children walk outside to other areas of the site staff will always walk on the 'open' side which may be closer to cars or roads. If on any occasions roads need to be crossed and traversed additional members of staff will support the walk.	Not occurred
Injuries as a result of electrical equipment	0.1/10	HR	Any damage to electrical equipment such as frayed wires to be reported to lead staff immediately regardless of the items ownership. Children will not handle or use electrical equipment at any point. When in use the equipment should be monitored for any potential damage. Electrical equipment is not taken to pool-side under any circumstances  If there is any doubt of the suitability of a piece of equipment it should not be used.	Not occurred
Food & allergic reactions	1/10	MHR	Food: All food prepared for the day is done so by staff holding appropriate qualifications in appropriate facilities with appropriate ingredients and equipment. This includes but is not limited to Level 2 Food hygiene certificates and facilities which hold at least a 4/5 Food hygiene rating.  Allergies: Children are not permitted to share food or bring nut products onto site – they are reminded of this at the start of each day with any offending products confiscated.	Not occurred

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			<p>All children attending who are self-declared as holding a food allergy are listed with lead staff having access to this list. If a child has a serious food allergy products containing this ingredient will either be confiscated or a specific procedure will be designed to support the child after communication with parents/guardians. If food is being served as part of the camp the allergy list will be checked thoroughly before any food is distributed, if a child identifies that they may have an allergy (even if it is not on the list) they will not be permitted to consume this food and parents will be spoken to for clarification.</p> <p>Where food is being prepared en-mass every effort will be made to use products which are less likely to cause allergic reactions. This includes but is not limited to using dairy free margarine.</p> <p>Food ingredient lists are provided when ingredients are not listed on the packets in accordance with Natasha’s Law: <a href="https://www.narf.org.uk/natashaslaw">https://www.narf.org.uk/natashaslaw</a></p> <p>Each site is planned to include at least 1 member of staff who has undertaken anaphylaxis training including knowledge of how to administer an epipen if required.</p>	
Children leaving the facility without permission	1/10	MHR	<p>Children will be observed at all times to ensure safety with regular group counts and registers taken with group numbers regularly updated and used to ensure children are safe. Where possible exit doors will be locked and fire exits monitored. If a specific child is known as a risk to escape parents will be spoken to and a specific plan drawn up including additional support from staff – if it is not deemed that we can keep a child safe within the building they will be prevented from attending.</p> <p>If a child leaves the facility without consent lead staff will revert to our 4 stage escape policy which includes at least 2 staff pursuing the child and can escalate to calling emergency services if necessary.</p>	<p>January 2025</p> <p>1 per annum</p>

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Evacuation eg. Fire drill and/or Fire	0.5/10	LR	<p>AVSSP lead staff to lead on any evacuation that is required and communicate with other staff and children. Children will be organised into groups and allocated at least 1 member of staff. AVSSP will take the lead of the centre staff and management regarding the procedures, exit routes and gathering points at the time as these could vary. Children will be the responsibility of the AVSSP staff and will be lead to the designated areas outside of the building.</p> <p>Leisure centre staff required to inform AVSSP staff of any scheduled fire drill – therefore if alarm does sound it will be treated as a real fire.</p>	Not occurred
Escape/Abduction	0.1/10	HR	<p>Children will be counted regularly in their groups, specifically when moving between activities and into public areas such as the swimming changing rooms.</p> <p>If a child is noted as missing lead staff will switch to the specific 4 stage escape procedure and escalate the process depending on severity.</p>	Not occurred
Leaving the facility	0.5/10	LR	<p>Children and adults are to be registered by a parent/carer and should walk through the centres with care. Appropriate signage and access routes should be adhered to at all times.</p> <p>Outdoor facilities may vary dependent on site (see below). Appropriate footwear should be worn at all times and extra care taken in wet, icy or snow conditions. In the eventuality of snow/ice being present the leisure centre/site is expected to apply grit in attempt to remove.</p>	1 per annum
Intruder / Act of Terrorism	0.1/10	HR	<p>In the event of an intruder entering the site all staff will instigate the government recommended approach of RUN. HIDE. TELL <a href="https://www.gov.uk/government/publications/crowded-places-guidance/marauding-terrorist-attack-mta-run-hide-tell">https://www.gov.uk/government/publications/crowded-places-guidance/marauding-terrorist-attack-mta-run-hide-tell</a></p>	Not occurred

**Activity Specific**

<b>Hazard</b>	<b>Likelihood 1 Low – 10 High</b>	<b>Risk of Injury</b>	<b>Control Measures</b>	<b>Last know occurrence / expected number in last 12 months</b>
Injuries during free-play. Clashes, hit with ball or equipment, trips and slips or similar	6/10	MLR	Area will be cleared and checked for debris prior to activities starting. Equipment is chosen specifically to ensure it is soft and unlikely to cause injury, staff are expected to ensure children are well spaced, using equipment safely and interacting respectfully with the 4 stage behaviour policy administered if necessary. Loose equipment which could prevent a trip hazard will be collected by staff as soon as it is seen.	January 2025 12 per annum
Trips, Slips and falls from equipment	3/10	MLR	Any equipment will be checked by the activity lead for safety. Equipment will be set up in accordance to the guidelines that they came with along with knowledge and experience on the safest practice for young people.  Loose or damaged equipment will be collected by staff as soon as seen.	August 2024 2 per annum
Injury from equipment/apparatus	2/10	MR	Children will be observed at all times whilst on any activity and will be instructed on to use the equipment beforehand. Any dangerous activity on any part of the equipment will be stopped immediately by staff. All equipment will be thoroughly checked for damage and students will be briefed on the safe way to use each piece. Any equipment or branding not intended for use may be 'coned off' if not deemed safe to use.	April 2024 1 per annum



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Collisions / Contact injuries	4/10	MLR	On any activity, which requires contact/could result in contact, players will be thoroughly briefed of the risks and the rules of the game, which prevent injury. Any aggressive/unnecessary contact will result in player being removed. Staff will monitor the activity at all times. Games will be adapted if necessary when children are becoming too aggressive or playing in an unsafe manner. Where necessary the 4 step behaviour policy will be implemented.	August 2024  5 per annum
Appropriate footwear/clothing	4/10	MLR	Parents are advised on what clothing/footwear is needed for their child when on activity with us, via booking confirmation. Children are to be dressed appropriately for activity and have suitable footwear. Lead staff will speak to parents on arrival if they feel a child is not suitably dressed for the day's activity. Lead staff to also be vigilant on ensuring shoelaces are always tied to reduce risk of trips.	August 2024  3 per annum
Exhaustion or complications caused by asthma or other respiratory conditions	1/10	MHR	Children will be active for majority of their time with us. Timetables are in place to vary activity and exercise. Regular breaks and periods of downtime are used within any given day. Children are reminded and prompted to take opportunity for a drink / rest when needed. Lead staff to be aware of any potential exhaustion with Children as well as holding information on any pre-existing condition which make this more likely.	Not occurred  0 per annum
Swimming injury & Risk of drowning	3/10  0.1/10	LR  HR	Leisure centre facilities vary in their procedure and practice as well as specific swimming pool facilities – in all cases the risk assessment for the site in question will be adhered too.  On all sites children will be monitored closely from the moment the set foot pool-side until their back in the changing room. Any poor behaviour or physical violence whilst in the swimming pool will be taken extremely seriously with the offending child removed and banned from swimming.  Children will not be permitted to enter the pool until the appropriate lifeguarding ratio is in place.	August 2024  2 per annum  (poor behaviour in pool)

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Gymnastics – injury from equipment of inappropriate use	0.5/10	MR	Leisure Centre area specific risk assessments will be adhered to at all times and can be obtained from the centres on request.  High bar, vault or beam equipment only utilized by fully qualified staff.	Not occurred
Injury from inflatable units	0.5/10	MR	Leisure Centre equipment specific risk assessments will be adhered to at all times and can be obtained direct from the centres.  Staff will monitor activity at all times, ensure age appropriateness and challenge behaviour where necessary.	May 2024  1 per annum
Injury whilst using play parks	1/10	MLR	Children will wear high visibility jackets at all times for quick, efficient recognition. Staff will ensure the weather is appropriate to use the park facilities ie. Will not use if slippery or icy underfoot or if the weather is deemed too hot. Staffing ratios will increase to travel to and from the park with walkie talkies used to ensure staffing ratios do not need to be reduced in the event of a toilet trip, injury etc.  Children will be monitored at all times whilst using play equipment and staff will remove children from the park if they are behaving unsafely at any time.  Children who are considered likely to ‘run away’ will not be allowed to visit the park.	Not occurred

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<b>Partner Sites:</b>		
<p><i>AVSSP will utilize a small number of partner sites in order to offer a broad range of exciting activities for the children and young people attending our camps. In all cases we will adopt the risk assessments of those partner sites in relation to specific activities where the risk assessment above does not satisfy the specific activities undertaken.            This is not an exhaustive list.</i></p>		
<b>Partner site</b>	<b>Address</b>	<b>Activities</b>
Genesis Family Entertainment Centre	32-46 King Street, Alfreton, DE55 7DQ	Ten pin bowling Soft Play Sports activities
Alfreton Park	Wingfield Road, Alfreton, DE55 7AL	Outdoor sports Nature walks
Ripley Junior School	Poplar Avenue, Ripley, DE5 3PN	Outdoor sports Dance & Drama Crafts Forest Schools
Mundy Junior School	Lockton Avenue, Heanor, DE75 7EQ	Outdoor sports Dance & Drama Crafts Forest Schools
Cedar Avenue Park	Cedar Avenue, Ripley, DE5 3PN	Playground activities Outdoor activities
Heanor Memorial Park	Ilkeston Road, Heanor, DE75 7DT	Playground activities Outdoor activities Nature walks Splash park

**Sport Specific Provision**


*We run a wide variety of different sports and activities as part of our holiday sports camps. Each camp date is different and the activity lead may differ from day to day dependant on timetables and sessions available. For this reasoning each individual sport & activity has been individually risk assessed by AVSSP. On occasions staff will use their professional judgement to make appropriate adjustments to certain activities while ensuring they remain safe and inclusive.*

*Our Risk Assessments for each sport / activity can be found online at <https://avssp.co.uk/risk-assessments-for-competition/> and hard copy also available from AVSSP Management upon request.*

**Centre Specific**

*We run several holiday sports camps at a number of different venues. These include Alfreton Leisure Centre, Ripley Leisure Centre, Belper Leisure Centre and William Gregg Leisure Centre. For each venue will adhere to their own Risk Assessments specific for their sites. A copy of these can be found online at <https://avssp.co.uk/holiday-camps/> and a hard copy also available from AVSSP Management upon request.*

*We do also use these facilities for certain activities, which are lead by the centre as part of our holiday sports camps. These include swimming, roller-skating, bouncy castle (inflatable sessions) and others. For such activities we adopt the risk assessments carried out by the Leisure Centres for these provisions. A copy of these can be found online at <https://avssp.co.uk/holiday-camps/> and a hard copy also available from AVSSP Management upon request.*

Risk Assessment of Holiday Camp Sport Provisions			
Completed by	Rob Shaw – Partnership Manager	Reviewed by	Liam Start – Operations Manager
Signed	<i>R.Shaw</i>	Signed	

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