# RISK ASSESSMENT

## for School Holiday CAMPS

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| **Assessment <u>created</u> by**: MATT WALKER | **Position within company**: MANAGING DIRECTOR |
| **Date of assessment**: 1st July 2026 | **Date of next review**: 1st July 2027 |

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| **Assessment <u>completed</u> by**: | |
| **Venue:** | **Date**: |

| **Related documents** |
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| Health & Safety Policy, First Aid Policy, Safeguarding & Child Protection Policy, Staff Code of Conduct Policy, Evacuation & Fire Drill Policy, Risk Assessment (Outdoor Play Areas), First Aid Policy, Booking Terms & Conditions Policy, Late Pick-Up & Uncollected Child Policy, Medication Policy, Missing Child Policy, Sharing Food Policy. |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | Action required | Risk rating following action H/M/L |
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| **Awareness of policies and procedures** | **<u>M</u>** | • All Camp staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:<br>- **Safeguarding & Child Protection Policy**<br>- **Staff Code of Conduct Policy**<br>- **First Aid Policy**<br>- **Fire Evacuation Policy**<br>- **Booking Terms & Conditions Policy**<br>- **Health & Safety Policy**<br>- **Late Pick-Up & Uncollected Child Policy**<br>- **Medication Policy**<br>- **Missing Child Policy**<br>- **Sharing Food Policy** | | |

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| | | • This Risk Assessment is reviewed annually by the company Managing Director and Senior Operations Manager.<br>• Children, parents, and staff all have due regard for the Health & Safety Policy during Camp operating times.<br>• The company Director and Senior Operations Manager are responsible for ensuring that all staff are suitably trained to use specialist equipment, e.g. gymnastics apparatus.<br>• The company Director ensures there is always at least two First Aid trained members of staff available on-site during Camp operating hours.<br>• The Camp Lead Coach ensures children are wearing appropriate clothing and footwear for the planned physical activities for each day, including all piercings covered with plasters, and long hair tied up.<br>• Children are aware of their behavioural responsibilities during Camp activities, as outlined within the daily 'Buzzers Rules'.<br>• When requested to do so, staff and children will adhere to the school's/site's own Risk Assessment when and where applicable. | | |
| **Outdoor activities** | **M** | • The Camp Lead Coach assesses the playground(s), MUGA, and field at the start of every day to determine whether they are fit for purpose and safe for sporting activities.<br>• Alternative playing areas, e.g. the hall, will remain free to ensure Camp activities can continue should outdoor areas be not fit for use.<br>• The Camp Lead Coach cleans all playing areas at the start and end of each Camp day to ensure the risk of litter and other hazards are minimised.<br>• All playing areas are assessed after adverse weather, e.g. torrential rain, to ensure they are fit for purpose.<br>• The coach conducting the sessions is familiar with the activity, techniques, and any associated dangers. | | |

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| | | • A proper warm-up is undertaken before any games or activities begin to mitigate the risk of muscle injuries.<br>• The age of children is considered when choosing the height and/or weight of certain equipment, e.g. gymnastics apparatus, cricket bats, and hockey sticks.<br>• Before each sport/activity starts, the playing area is assessed to mitigate the risk of collisions.<br>• Age-appropriate balls are used for sports such as cricket and hockey; i.e. younger children do not use hard cricket balls.<br>• Where necessary, protective equipment is used, e.g. mouth guards, helmets, and gym mats.<br>• Buzzers branded bibs are worn by children during outdoor sporting activities and/or walking around the external areas of the Camp site.<br>• Where appropriate, boys and girls are split up; however, this is always in line with the Equality Act 2010 and the DfE's 'Gender separation in mixed schools' (2018).<br>• A trained First Aider is on hand during Camp operating hours to administer any first aid as soon as possible. A first aid kit is always on hand during outdoors sporting activities.<br>• Reasonable adjustments are made to ensure children with SEND and/or medical conditions can participate in all outdoors sporting activities.<br>• All equipment is checked before use, and any damaged or defective equipment is reported to the company Director and/or Senior Operations Manager and not used until fixed. Where relevant, damaged or defective equipment will also be reported to the site Caretaker/Premises Manager.<br>• Equipment such as hockey sticks and cricket bats are kept below head height during use.<br>• Equipment is kept in a lockable area to mitigate the risk of theft or damage.<br>• An inventory of all sporting equipment is kept ensuring any theft can be identified. | | |

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| | | • Before the start of each Camp day, parents are briefed on what is deemed appropriate outdoor clothing for their child(ren) when they attend a Buzzers Camp.<br>• For their own safety, children are not allowed to take part in outdoor sporting activities if they are not wearing the appropriate clothing.<br>• Drinking water will always be accessible to children during all outdoor activities.<br>• The ratio of supervising staff members to children is aways at least 1:10. This ratio is amended depending on the type of activity being undertaken and the age and ability of children.<br>• Staff to Children ratios are revised where children are younger or have SEND and/or other medical conditions.<br>• Poor conduct/behaviour is not tolerated during Camp operating hours – children may be removed from a session/activity should the Camp Lead Coach see fit to do so. | | |
| **Indoor activities** | **M** | • Indoor flooring is inspected by the Camp Lead Coach to ensure there are no uneven surfaces – any uneven surfaces are fixed or covered with a non-slip mat.<br>• Surfaces are mopped by the cleaner at the end of every Camp day – any wet surface due to spillage or wet weather is dried by Camp staff and non-slip mats are put down (if necessary).<br>• Floor space near apparatus and specialist equipment, e.g. climbing frames and gymnastics apparatus, is free from obstacles.<br>• Crash mats are put down around specialist equipment, in line with manufacturers' guidelines.<br>• Children do not stand immediately in front of or behind specialist equipment when it is in use, unless instructed to do so by Camp staff. | | |
| **Safety of equipment** | **M** | • The company Director and Senior Operations Manager undertake a separate Sports Equipment Risk Assessment before each school holiday Camp (both school/site and company owned). | | |

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| | | • Storage areas are inspected to ensure all security fittings are in good working order (including areas that are out of access to Buzzers staff).<br>• Manufacturers and local guidelines are adhered to when carrying out equipment inspections.<br>• Visual inspections of equipment are carried out by the Camp Lead Coach before each Camp day, and any faulty or damaged equipment is no longer used and reported to the company Director and/or Senior Operations Manager.<br>• A more thorough inspection of the equipment (both school/site owned, and company owned) is carried out by the Camp Lead Coach at the start of every school holiday period.<br>• Any faulty equipment is clearly marked unfit for use and is replaced or fixed as soon as possible.<br>• Faulty Gymnastics equipment is removed immediately so that it cannot be used during a Camp session.<br>• Surfaces and ceilings of the hall are inspected for any faults which could harm children using the various equipment, e.g. cracked windows or uneven floors.<br>• Any recommended age restrictions in manufacturers' guidelines are adhered to when using equipment, e.g. the use of Gymnastics apparatus and Table Tennis tables.<br>• Equipment is stored securely in a lockable area and in accordance with manufacturers' guidelines.<br>• Sports equipment is put back in the storage area at the end of each Camp day.<br>• Staff are suitably trained to use/demonstrate the use of all sports equipment being used within a Camp day. | | |
| **First Aid** | **M** | • When children are using Gymnastics apparatus, there are at least two First Aid trained members of staff on-site who can provide emergency care where necessary. | | |

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| | | • A fully stocked first aid kit is available during all activities, including:<br>- Individually wrapped sterile plasters.<br>- Sterile eye pads.<br>- Individually wrapped triangular bandages.<br>- Safety pins.<br>- Large and medium-sized sterile wound dressings (individually wrapped).<br>- Disposable gloves.<br>- Ice packs.<br>• A 'Minor Accident Form' is completed for all injuries that occur during Camp operating hours. A signed copy of the form is given to the company Director for further investigation and communication, if required.<br>• The company's First Aid Policy is always adhered to.<br>• The company's Health and Safety Policy is considered during all activity planning. | | |
| **Supporting children with SEND and children with medical conditions** | **M** | • The Camp Lead Coach ensures that all sessions are focussed on maximum participation and are tailored to suit all physical needs and abilities.<br>• The Camp Lead Coach liaises with the parents of children with SEND or children with medical conditions to discuss any alternative arrangements for the Camp day, i.e. 1:1 provision.<br>• The best efforts are made to ensure sessions are made inclusive for all children, regardless of their SEND needs.<br>• Where children are unable to take part due to a risk to their safety and wellbeing, they are provided with alternative provision, i.e. a 1:1 coach.<br>• The company Senior Operations Manager is included in any decisions regarding children with SEND attending the Camp and are consulted following any incidents involving said children. | | |
| **'Special Events'** | **M** | • All 'Special Event' providers hold their own personal insurance and adhere to their own Risk Assessment policy. | | |

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| | | • Where possible, all 'Special Event' providers adhere to the company Risk Assessment guidelines and Safeguarding & Child Protection policy.<br>• All 'Special Events' are supervised by 1 member of Buzzers Academies staff.<br>• All equipment used has been vetted and safety passed by the 'Special Event' provider. | | |