| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Slips, trips and falls | Leaders, group participants | Visually checking for trip hazards throughout the session and moving anything that is in the way.  Set up the room so the tables are at the edge and there is space to play icebreaker game in the middle  First aid kit and consent forms with allergy info available | Remind children to be careful and not to run in the instructions for the game | All leaders to be vigilant throughout the session  Group leader to ensure visual check is done before Children arrive | Before and during each session |  |
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**Risk assessment**

**Activity:**

**Location:**

**Time/frequency:**

**Date of first risk assessment:**

**Name of leader with responsibility:**