

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:	Group Phone:
Participants:	

ACTIVITY DETAILS

Purpose of Activity:	Date:
Benefit of Activity: Builds social skills through negotiation and shared games. Encourages creativity in unstructured play. Improves focus and readiness to learn after breaks. Provides essential movement that supports physical health. Supports emotional regulation and stress relief. Teaches risk awareness and self management in active spaces.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Allergic reactions and insect stings	Anaphylaxis, local swelling, distress preventing play	Outdoor contact with nature enriches learning and wellbeing.	Keep emergency meds accessible with trained staff, map no-mow or flower zones away from high-traffic play, and check benches for nests. Brief pupils not to share food outdoors and to report stings promptly for first aid and parent notification. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Entanglement or strangulation hazards	Caught hoods or cords, neck entrapment in nets, finger trapping	Creative dress and play stay practical and safe.	Prohibit scarves, long strings and cords on equipment; remove hanging loops from nets; and secure goal nets tightly. Teach pupils to avoid neck-level ties in play, and inspect for protrusions or gaps that can trap hoods, toggles or fingers. (ALL)	Pupils	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Equipment defects and maintenance failure	Collapse or breakage, sharp edges, trapped fingers	Varied structures sustain interest and skill progression.	Run weekly visual checks and a termly competent inspection. Close and tag any defective set immediately, remove makeshift repairs, and keep a log with photos and completion dates. Re-open only after sign-off by site management. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Impact injuries during running games	Collisions at speed, trips at blind corners, knocks to head or limbs	Fast play nurtures agility, teamwork and joy.	Zone the yard so tag/running games are separated from quiet play and line-ups. Rotate staff to scan across flow lines, pause play when density rises, and teach pupils to call "heads up" and slow at corners. Redesign layouts if repeated collisions occur. (ALL)	Pupils	Before Measure: High After Measure: Med
Inadequate impact-absorbing surfacing under equipment	Injury from falls, trip hazards at surfacing edges, hard landings in cold	Elevated play adds challenge that promotes growth.	Check fall-zones meet depth/width guidance and rake or top up loose fill regularly. Remove trip ridges at edges, close equipment if surfacing is frozen or compacted, and record routine inspections with dates, defects and remedial actions. (ALL)	Pupils	Before Measure: High After Measure: Med
Inadequate supervision and sightlines	Missed incidents, delayed intervention, pupils out of sight	Semi-free play grows independence within boundaries.	Set duty rota and zones with radio contact, place staff to cover blind corners and equipment backs, and run headcounts at start/finish. Provide high-vis identifiers, carry incident cards, and swap roles mid-break to avoid attention lapses. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Litter, glass or sharps on grounds	Cuts to hands or feet, infection risk, punctured balls	Shared care for space builds citizenship.	Sweep play areas before the first break, use litter-pickers and puncture-proof bins, and report broken glass for immediate cordon and removal. Teach pupils to alert staff, not touch, and reward classes that keep zones clear. (ALL)	Pupils, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Medical episodes during play (e.g., asthma, diabetes)	Delayed response to symptoms, inadequate access to medication	Inclusive recess supports health, confidence and participation.	Carry grab kits to duty posts, keep individual plans accessible, and train staff to recognise early signs. Allow self-carry where authorised, escort unwell pupils to a calm area, and record incidents for follow-up with families. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Perimeter security and unauthorised access/egress	Child leaves site, unknown adult enters, delayed response to breach	Open campus play connects safely with the school day.	Keep a single supervised gate, lock others, and position staff with full sightlines. Post "no exit" rules, use visible passes for pull-outs, and challenge unknown adults politely. Log any boundary breach and escalate to site leadership for corrective actions. (ALL)	Pupils, staff, visitors	Before Measure: High After Measure: Med
Play equipment falls from height	Falls from climbing frames, loss of grip, awkward dismounts	Challenging apparatus develops confidence and coordination.	Define age/height limits, set one-way climb/descend rules, and cap numbers per structure. Coach three-point contact and safe dismounts, post a spotter at peak times, and temporarily close equipment during rain or frost until a safety re-check is logged. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Road proximity and off-site retrieval of balls	Child near traffic, secondary collisions during retrieval	Perimeter play keeps games exciting without isolation.	Net or fence road-side edges, provide staff-controlled retrieval only, and forbid pupil retrieval beyond the boundary. Re-site high-power games away from roads, and review fence heights and angles if escapes continue. (ALL)	Pupils, staff, visitors	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips, trips and falls	Slips on wet surfaces, trips over clutter, falls on uneven slabs or steps	Active outdoor play builds motor skills and resilience.	Inspect play areas before break, remove clutter, cone wet spots, and repair raised slabs. Mark clear walk routes, require closed-toe footwear, and space activities so running lanes avoid steps and drains. Brief pupils to walk in congested zones and report hazards immediately. (ALL)	Pupils, staff	Before Measure: High After Measure: Med
Animal fouling and biohazards	Contact with pathogens, contaminated hands or footwear	Using natural grounds fosters curiosity and play variety.	Inspect and cordon contaminated patches, remove waste with PPE, disinfect surfaces, and rotate zones until safe. Close gates to prevent pet access and brief pupils to avoid puddles or soil likely to be contaminated. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Ball games and projectile strikes	Strikes to face or hands, broken windows, startled younger pupils	Ball sports build coordination and social skills.	Allocate ball pens away from windows and small-child zones, limit ball types and sizes by area, and use soft training balls at busy times. Mark keeper boxes, forbid overhead kicks near crowds, and stop play to retrieve balls safely via a staff-controlled gate. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Cold, rain and wind chill	Chill and hypothermia risk, reduced dexterity, slips on ice	All-season play develops resilience and outdoor literacy.	Use a wet-weather plan, grit or close icy zones, and shorten outdoor time when wind chill drops. Encourage layered clothing and gloves, move quiet activities indoors, and require pupils to change wet socks or gloves promptly. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Conflict, bullying or rough play	Escalation to harm, exclusion of peers, emotional distress	Unstructured time builds social problem-solving.	Train duty staff in positive de-escalation, set clear game rules and turn-taking, and provide "time-out" calm corners. Log incidents for pattern review, teach peer mediation, and adjust yard zoning or staffing where hotspots persist. (ALL)	Pupils	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Crowding at gates and line-up transitions	Crush points, trips in queues, lost items	Smooth transitions protect playtime and learning time.	Stagger bells or whistle calls by year group, paint floor marks for class lines, and place staff at choke points to meter release. Hold balls and scooters five minutes before line-up and review timings if queues compress. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Dehydration during active play	Low energy, headaches, poor concentration after break	Regular hydration sustains energy and attention.	Keep refill points unlocked, permit water bottles in pockets of shade, and build a midway "drink stop" call for longer breaks. Remind pupils to drink before and after PE that adjoins recess, and monitor high-exertion areas for early fatigue signs. (ALL)	Pupils	Before Measure: Med After Measure: Low
First-aid readiness and response time	Slow treatment of injuries, confusion over access points	Quick care keeps minor knocks from ending play.	Position first-aiders and kits near play zones, issue radios for quick call-outs, and agree a handover point for ambulance access. Debrief after incidents, restock kits the same day, and adapt staffing or zoning if response times slip. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Heat and UV exposure	Sunburn, overheating, headaches or fatigue	Sunny play supports vitamin D, mood and activity levels.	Check the UV index each morning, shift vigorous games to shade in peak hours, and allow hats and refillable bottles. Provide sunscreen prompts per policy, build short cool-down breaks, and move lines/queues under canopies in hot spells. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Toilet access and supervision	Slips on wet floors, unsupervised behaviour, missing pupils	Unrestricted toilet use supports dignity, hydration, and continuous participation in play.	Keep toilets open during recess and post a signed route. Use a pass/buddy system for younger pupils, station staff at corridor/toilet entrances, and cap occupancy. Check for wet floors, restock soap/towels, and radio if a child hasn't returned promptly. (ALL)	Pupils, staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date