

Healthy Living Saturday Club

Dance, games, arts and crafts at Rosebird Community Hall

Reference	RA-09	Assessment date	24 September 2026
Applies to	Healthy Living Saturday Club; group of around ten members	Review	When arrangements or risks change; following relevant incident or near miss
Venue	Rosebird Community Hall, Stratford-upon-Avon	Owner	ILEAP CEO / session leadership team

Purpose and scope

Healthy Living Saturday Club is a small, member-centred group of around ten at Rosebird Community Hall in Stratford-upon-Avon. Nicola leads dance, games, arts and crafts activities, adapting them to the members present. Members may bring a packed lunch; any food offered or prepared at a session is checked separately. The Session Leader confirms the actual programme, staffing, venue areas, food and individual support needs on the day. A new or higher-risk activity needs additional specific controls before it begins.

Safe start / session leader

STOP	Pause the group at each significant transition; no movement or departure until the check is complete.
REGISTER	A named register holder checks members by name against the current website register, including health, allergies, 1:1 support and collection arrangements.
COUNT	Count members and team members, including dedicated 1:1 workers. A second ILEAP team member independently checks names and totals before the group moves.
CONFIRM	Verbally agree names and totals and record the transition check. Allocate staff to activity areas and to members needing additional help.
CHECK	Confirm the programme, activity space, food, equipment, first aid, exits, accessible toilet and venue arrangements.
ACT	Put extra controls in place. Pause or change the session if safe delivery is uncertain; contact Pete or Vanessa as needed.

This is a spoken team check at every session. Record significant transition checks and any material change or extra control in the session record; incidents and concerns follow ILEAP reporting procedures.

Staffing and participation

- Group ratio: at least one ILEAP staff member or approved volunteer for every five members. Increase support or adapt the session where needs or circumstances require it.
- Dedicated 1:1: additional to the group ratio and responsible for the named member. Where personal care or medication support is needed, the member's own external 1:1 worker provides it under the agreed plan. ILEAP staff do not provide personal care or administer medication and do not cover the worker's breaks.
- External support: confirm the worker's role, contact arrangements and ILEAP's requirement for an appropriate enhanced DBS check before attendance. Any barred list check must be based on eligibility. Brief them on venue, headcounts and emergencies.
- Volunteers: complete approval and induction before taking an assigned role. A named mentor supports a new volunteer for their first six sessions; the leader checks they are ready for the responsibilities allocated. An unapproved volunteer is not counted in the 1:5 ratio.
- Parents and family: parents do not attend Healthy Living Club. Members are dropped off and collected at the agreed point unless an alternative is recorded. Parents or carers keep the membership form, health, allergy and support information up to date.

Core activity controls

These controls describe the usual session. The leader checks them against the people and conditions present; a written rating cannot replace that judgement. If a necessary control is missing, pause, adapt or cancel the activity until a safe arrangement is agreed.

Member-led activity and daily plan

What could happen: An activity or changed need is not assessed or safely supported.

Controls: Nicola and the Session Leader agree the actual dance, games, arts and crafts programme with members. Check space, equipment, staff, individual needs and preferences before starting. Offer accessible choices and alternatives. Pause or adapt an activity when the conditions change; add specific controls for anything outside this usual programme.

Arrival, departure and handover

What could happen: Vehicle movement, an unsafe handover or a member leaving unnoticed.

Controls: A named team member receives members at the agreed entrance and checks them against the live website register. Keep the entrance and collection area under oversight. Confirm each member's authorised collector or recorded independent travel arrangement before departure and check names at final handover.

Member not accounted for

What could happen: A member becomes separated in the hall, outside space or another area.

Controls: Use STOP-REGISTER-COUNT-CONFIRM on arrival, before and after moving to another activity area, when groups split or reunite, at lunch, at evacuation and before collection; count at least hourly while stationary. A named register holder and second ILEAP checker independently verify names and totals, verbally confirm and record significant transition checks. Communicate individual movements and confirm return. Stop and follow ILEAP Missing Person Procedure immediately if anyone is unaccounted for.

Group staffing and individual support

What could happen: Needs are missed when activities run at once.

Controls: For around ten members, provide at least two approved ILEAP staff or volunteers under the 1:5 minimum; increase support or adapt the session where the actual group needs it. Dedicated external 1:1 workers are additional and do not count as general cover. Allocate staff to each open area; do not split the group unless each part has suitable support and headcounts remain reliable.

Dance and physical games

What could happen: Collision, fall, fatigue, pain or overexertion.

Controls: Check the floor and clear safe movement space. Explain movements and game rules accessibly, warm up as appropriate, match pace and intensity to ability, offer seated options, hydration and breaks. Stop or adapt if a member reports pain, distress or illness.

Games and shared equipment

What could happen: Trip, impact, disagreement or unsafe use.

Controls: Check and position equipment, set clear boundaries and turn taking, keep spectators and exits clear and intervene early if play becomes unsafe. Store equipment after use.

Arts and crafts

What could happen: Cut, skin irritation, ingestion, hot item injury or unsafe materials.

Controls: Choose age- and ability-appropriate materials, check allergies or sensitivities, supervise scissors and any hot or sharp items, follow product instructions and hand hygiene, and avoid sharing unsuitable tools. Keep small parts and supplies controlled where an individual needs this.

Packed lunches and food if offered

What could happen: Allergy, choking, cross-contact or poor food hygiene.

Controls: Check the confidential register for current allergies, dietary needs and eating plans; parents or carers keep membership information current. Check ingredients for any food ILEAP provides, prevent unsafe sharing and cross-contact, use handwashing and safe storage, and provide calm supported eating. Members bring their packed lunch where this is the session arrangement. Specialist eating assistance is provided by the member's own external 1:1 under their plan.

Hall access, exits and outside area

What could happen: Slips, trips, an unsecured exit or movement beyond the agreed area.

Controls: At arrival check the hall and equipment for defects and report them to venue management. Keep walkways and fire exits clear and the required fire exits and back gate unlocked during use. Agree whether the fenced outdoor space is open, allocate supervision and count on movement in and out; do not treat the fence as a substitute for oversight. Follow the hall's conditions of hire.

Toileting and personal care

What could happen: Loss of dignity, unmet care or unaccounted movement.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out rule at this and all venues. Staff know when a member leaves an activity and confirm return while respecting privacy. A member's external 1:1 provides personal care under the individual plan; ILEAP staff do not provide it or cover the worker's breaks.

Health, medication and first aid

What could happen: Illness, injury, seizure or delayed help.

Controls: Check current confidential health information and individual arrangements in the website register. Parents or carers keep details current. A member's external 1:1 provides any agreed medication support; ILEAP staff do not administer medication. Ensure first aid access, a charged phone and emergency contacts, call 999 when necessary and report incidents.

Communication, relationships and safeguarding

What could happen: Distress, bullying, unwanted touch or exclusion.

Controls: Use accessible instructions, positive choices, clear consent and respectful boundaries. Offer a quieter space and known support strategies. Keep proportionate oversight in all open areas and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Smoking, vaping and movement off site

What could happen: A member goes missing or vaping affects others.

Controls: The hall prohibits smoking anywhere on site; follow its current restrictions on vaping too and do not permit vaping indoors. Any agreed vape break is only in a lawful, venue-permitted outside location with safe staffing and a communicated departure and return. No sharing or offering a vape. If no suitable arrangement exists, pause and agree a safe plan rather than allowing an untracked departure.

Fire or venue emergency

What could happen: Injury or failure to account for everyone.

Controls: Check the Rosebird fire instructions, exits and assembly point at safe start; keep required exit doors and back gate available during the hire. Allocate support for members who need it, follow venue directions, take the register if safe, evacuate and independently verify names and totals at the assembly point.

Changes, incidents and review

- For a minor change, put the control in place and brief the team. Record it if the issue may recur or the assessment needs changing.
- For a significant change, pause or adapt the session until safe arrangements are clear. Contact Pete or Vanessa if needed and record the decision.
- For an incident, near miss, missing person or safeguarding concern, make people safe, follow the relevant ILEAP procedure immediately, report promptly and complete the appropriate record.
- Staff and volunteers read this assessment before their first Healthy Living Club session and when it changes. The leader gives a practical briefing; managers check that the controls work in practice. Review this document when arrangements, needs, venue conditions or controls change, and after relevant incidents or near misses.

Related arrangements

ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, first aid, incident reporting, volunteer induction and individual plans apply alongside this public assessment. Rosebird Community Hall's current conditions of hire and fire instructions also apply. Personal health, allergy and support details remain in the restricted website register and individual plans.

Document control

Version	Date	Change
1.0	24 September 2026	Public assessment for Healthy Living Saturday Club at Rosebird, including dance, games, crafts and food arrangements.