ILEAP / ACTIVITY RISK ASSESSMENT

Gamefinity Virtual Games

Provider-led virtual reality and simulator session

Reference	RA-22	**Assessment date**	24 September 2026
Applies to	The activity named on the live booking	**Review**	When arrangements or risks change; after a relevant incident or near miss
Venue	Gamefinity Ltd	**Owner**	ILEAP CEO / session leader

Purpose and scope

This assessment covers the booked Gamefinity virtual games experience. Gamefinity staff direct use of their equipment under their current safety instructions; ILEAP coordinates members, individual support and group oversight.

Safe start / session leader

STOP	Pause before significant movement or handover until every member is accounted for.
REGISTER	A named holder checks members by name against the live website register, current individual information and the correct booking.
COUNT	Count members and dedicated 1:1 workers. A second ILEAP team member independently checks names and totals; two check on and off transport.
CONFIRM	Resolve differences before moving; verbally confirm names and totals, named subgroup staff and record significant transition checks.
CHECK	Confirm the day’s route, transport, venue rules, staffing, support, food, toilets, weather if relevant, exits and collection.
ACT	Put extra controls in place; pause or change the plan if safe delivery cannot be confirmed.

Use STOP–REGISTER–COUNT–CONFIRM at arrival and briefing, waiting area, headset or simulator entry and exit, breaks, venue departure and collection. Count at least hourly while stationary. Record significant transitions. A mismatch triggers an immediate stop and the ILEAP Missing Person Procedure.

Staffing and individual arrangements

• Group cover: at least one ILEAP staff member or approved volunteer per five members. Any agreed 1:1 is additional. Increase support or adapt the visit when the group, journey or venue requires it.

• Individual support: staff check current membership information on the restricted website register. Parents/carers keep health, allergy, communication and collection details up to date. A member’s own external 1:1 provides agreed personal care and medication support; ILEAP staff do not take over that role.

• External workers and volunteers: confirm ILEAP’s enhanced DBS requirement for external 1:1 workers. Approved ILEAP volunteers have a named mentor for their first six sessions. A provider’s staff do not count in ILEAP’s group ratio.

• Attendance: parents/carers drop off and collect according to the booking unless an individual arrangement says otherwise. Staff support choice, dignity and independence within agreed boundaries.

Core activity controls

These standing controls are checked against the actual members, route, venue and conditions on the day. A changed activity or provider requirement must be considered before the group takes part.

Arrival, handover and movement

What could happen: A member is missed or released to the wrong person.

Controls: Use the booked meeting and collection points. Confirm each arrival and departure by name; keep transport and subgroup lists current. Apply the transition checks above and confirm the agreed collection or independent travel arrangement.

Group separation in public

What could happen: A member becomes lost, distressed or exposed to harm.

Controls: Agree boundaries and meeting points, allocate named staff and know who is in each subgroup. Count at each change of area and reconcile groups on reunion. Stop, secure the remaining members and start the missing-person response immediately if anyone is unaccounted for.

Access, slips and personal wellbeing

What could happen: Fall, fatigue, distress or exclusion.

Controls: Check accessible routes and venue conditions, support mobility only as agreed, keep walkways clear and allow breaks. Use the member's preferred communication and a calm, person-centred response. Do not lift or use equipment without an agreed trained plan.

Toileting, health and medication

What could happen: Unmet care, loss of dignity or delayed help.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out rule at the venue. The member's external 1:1 provides personal care or medication support under their plan and tells the leader when leaving and returning; ILEAP staff do not take over care breaks. Check current emergency instructions and call 999 when needed.

Safeguarding and boundaries

What could happen: Unwanted contact, exploitation or concern not reported.

Controls: Maintain proportionate oversight, listen to members and reinforce consent and respectful behaviour. Follow ILEAP safeguarding procedure; report promptly to Pete (DSL) or Vanessa (Assistant DSL). Keep member-specific details confidential.

Vaping and leaving the group

What could happen: Unsafe sharing or unaccounted absence.

Controls: No vaping indoors. A permitted break uses the venue's designated area and the member's agreed arrangement; the member goes alone and does not share a vape. Staff know when the member leaves and returns. Follow venue rules and keep group cover in place.

Fire or venue emergency

What could happen: Delayed evacuation or failure to account for members.

Controls: Identify exits and assembly point at safe start, follow venue staff directions, take the register if safe and independently confirm each member by name at assembly. Report any missing person immediately.

VR and simulator movement

What could happen: Collision, fall or loss of balance.

Controls: Check provider age, health and equipment restrictions. Gamefinity staff set clear play zones, fit equipment and explain controls. Use straps where provided, keep others out of the zone, support safe entry and exit and stop immediately if unsteady.

Screens and sensory effects

What could happen: Motion sickness, headache, anxiety or photosensitive response.

Controls: Check current health information and provider warnings, explain the experience and start gradually. Limit duration, offer breaks and a non-VR alternative. Stop for dizziness, nausea, distress or unusual symptoms and follow the individual emergency plan.

Shared headsets and controllers

What could happen: Infection, irritation or faulty equipment.

Controls: Follow provider cleaning between users, encourage hand hygiene and report damage. Do not use a headset that cannot be fitted safely.

Waiting and changing turns

What could happen: Separation, frustration or loss of support.

Controls: Agree who is playing and waiting, keep the register current at each handover and offer a quiet waiting option. Check names and totals after each subgroup change.

Changes, incidents and review

• For a minor change, put the needed control in place and brief the team. Record it if it may recur or requires a change to this assessment.

• For a significant change, pause or adapt the visit 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 and complete the appropriate record.

• Staff and volunteers read this assessment before their first visit and when it changes. Review when arrangements, needs or controls change and after a relevant incident or near miss.

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. The venue and transport providers' current instructions also apply. Personal details remain in the restricted register and plans.

Document control

Version	Date	Change
1.0	24 September 2026	Public assessment for gamefinity virtual games with activity-specific controls and on-the-day checks.