

Ten Pin Bowling

Core controls and an on-the-day check for each session

Reference	RA-01	Assessment date	24 September 2026
Applies to	Monday Night Ten Pin, Friday Ten Pin and equivalent holiday bowling sessions	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	The bowling venue named in the event listing	Owner	ILEAP CEO / session leadership team

Purpose and scope

This assessment sets out the controls that normally apply to two games of bowling and the included meal. The Session Leader checks the actual members, support, venue and conditions on each date, then adapts the session where needed. The live event listing, current website register, confidential member information and venue instructions complete the picture.

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 the members by name against the current website register, including 1:1 responsibilities and agreed collection.
COUNT	Count members and team members, including each dedicated 1:1. A second ILEAP team member independently checks the group.
CONFIRM	The two team members verbally agree the names and totals. Record the completed transition check in the session record. If anything does not match, stop and resolve it before moving.
CHECK	Check health and allergy information, venue, equipment, exits, meal and anything different today.
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 this bowling session. Agree any support need through ILEAP before booking; the separate Stay and Play arrangement is not covered by this assessment.

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.

Arrival, departure and handover

What could happen: Vehicle movements, unsafe collection or separation.

Controls: Use the meeting and collection point shown on the event listing. A named team member oversees arrivals and departure. Confirm each member's agreed collection or independent travel before they leave. Do not hand a member to an unauthorised person.

Member not accounted for

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

Controls: Use STOP-REGISTER-COUNT-CONFIRM with the named register holder and independent ILEAP checker on arrival, before and after each significant movement, at the meal transition and collection, and at least hourly while stationary. Check names as well as totals and record significant transition checks in the session record. Communicate toilet, café and other-area movements and confirm return. If ILEAP transport is used, two team members verify on and off. If a member is not accounted for, stop, tell the Session Leader immediately, keep the remaining group supervised and follow ILEAP Missing Person Procedure without delay.

Staffing and individual support

What could happen: Insufficient oversight or unmet support need.

Controls: Keep the 1:5 minimum group ratio plus each dedicated 1:1. Allocate lanes and subgroup responsibility at the briefing. The external 1:1 remains with their member; any break cover must come from their own service and be agreed before the worker steps away. Review staffing if the venue is busy or needs change.

Toileting and personal care

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

Controls: Use the adapted toilet where available and apply ILEAP's one in, one out rule at every venue. Staff know when a member leaves the group and confirm their return, while respecting privacy. A member who needs personal care is supported by their own external 1:1 worker under the individual plan; ILEAP staff do not provide personal care or cover the worker's breaks. Pause and contact management if that support is unavailable.

Safeguarding, boundaries and public contact

What could happen: Bullying, unwanted contact, exploitation or distress.

Controls: Maintain proportionate oversight across lanes and agreed public areas. Listen to members and respect consent, dignity and independence. Intervene in bullying, coercion, sharing of personal items or concerning contact. Make people safe and promptly report safeguarding concerns to Pete (DSL) or Vanessa (Assistant DSL) under ILEAP's procedure.

Smoking, vaping and alcohol

What could happen: Exposure, sharing, influence or impaired judgement.

Controls: No smoking or vaping inside the venue or where prohibited. A member who vapes may use a permitted outside area under their agreed arrangement; they must tell staff before leaving and on return, and go alone unless their support plan requires accompaniment. Do not allow vapes or cigarettes to be offered or shared. Follow age and venue rules for alcohol; support adult choice while considering capacity, medication and individual risks.

Health, medication and first aid

What could happen: Illness, seizure, allergy, injury or delayed response.

Controls: Check the current website register and individual plan before the session. Parents or carers must keep membership and health information up to date. Where a member needs medication during the session, their own external 1:1 worker is responsible for it under the agreed plan; ILEAP staff do not administer medication. Keep a charged ILEAP phone and emergency contacts, access first aid, call 999 when needed and report the incident.

Meal, allergens and eating support

What could happen: Allergic reaction, choking, unsafe food or unmet dietary need.

Controls: The booking includes a meal after two games. Parents or carers must tell ILEAP about allergies and dietary needs and keep membership information current. Staff check the website register and confirm the member's meal and allergen information with the venue before food is served, including ingredients and cross-contact where relevant. Do not guess whether a meal is suitable: resolve uncertainty with the venue and the member or carer, and arrange a safe alternative if needed. Follow any agreed eating support plan; specialist assistance remains with the external 1:1 worker.

Slips, access and mobility

What could happen: Fall, collision, strain or exclusion.

Controls: Use accessible routes, keep walkways and exits clear and report spills or defects to venue staff. Support mobility according to the individual plan. Do not lift or move a person unless trained, authorised and following an agreed plan.

Bowling balls and ball return

What could happen: Dropped balls, trapped fingers, strain or impact.

Controls: Choose a suitable ball, explain safe handling and offer ramps or assistance where helpful. Bowl one person at a time. Keep hands clear of the ball return. Report faults and leave repairs to venue staff.

Lane approach and foul line

What could happen: Slip or fall on the treated lane surface.

Controls: Follow venue footwear rules. Keep approaches clear and dry, report spills, and do not cross the foul line or enter the lane.

Sensory, communication and emotional needs

What could happen: Anxiety, distress or reduced participation.

Controls: Use accessible explanations and known communication methods. Offer choices, breaks, quieter space and reasonable adjustments. Use person-centred de-escalation and avoid unnecessary restriction.

Arcade, café and spending

What could happen: Separation, overspending, unsuitable content or unwanted public contact.

Controls: Agree which areas are part of the session and which members may use them. Allocate oversight, agree spending support where needed, and include movements in the headcount. Apply venue and age rules.

Fire or venue emergency

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

Controls: Identify exits, assembly point and venue instructions at the safe start. Allocate support where needed. Follow venue staff, take the register if safe, evacuate and count and independently confirm everyone at the assembly point. Tell emergency services promptly if anyone is missing.

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 bowling 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 member plans apply alongside this public assessment. Personal health, allergy and support details remain in the restricted website register and individual plans.

Document control

Version	Date	Change
1.1	24 September 2026	Updated dynamic session checks and STOP-REGISTER-COUNT-CONFIRM at transitions.